**Grace Morris**

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**PROFESSIONAL EXPERIENCE**

**9Dot Education Solutions,** Pasadena, CA **March 2023 - Present**

*HR Associate*

* Managed a system of 1000+ employees, serving as a first point-of-contact for HR needs such as employee onboarding, employment changes, policy clarification, compliance monitoring, etc.
* Handled a portfolio of 10-12 client companies simultaneously, conducting regular strategic meetings with company leadership to tailor services based on feedback, driving optimization, fostering strong partnerships, and ensuring long-term client satisfaction and retention.
* Onboarded 300+ new employees, led them through the pre-hire process and ensured smooth transitions into their positions while maintaining a flawless track record with zero client complaints.
* Created and deployed a Workday HRIS automation system to manage state-mandated training compliance.
* Led a 6-month compliance project for 60+ employees, which involved stakeholder management, budget oversight, and development of sustainable processes for continued implementation.
* Created standardized training documentation and resource guides to support employee skill development, ensuring consistent knowledge transfer across departments and client companies.

**U.S. Granules,** Plymouth, IN **June 2021 - August 2021**

*HR Intern*

* Spearheaded company-wide HRIS data migration project, ensuring accurate transfer of all company records.
* Regularly reconciled HR & financial spreadsheets (such as time off balances, employee expense reports, monthly invoices, payroll, etc.) and created year-end reports.

**Anthropologie,** Los Angeles, CA **June 2022 – January 2023**

*Customer Associate*

* Enhanced customer satisfaction by maintaining a clean and attractive storefront, assisting customers in the fitting rooms, providing style suggestions, processing purchases and returns, etc.

**EDUCATION**

**University of Southern California**  **December 2022**

B.A. Psychology GPA: 3.85

Psi Chi Honors Society, USC Dean’s List (2019-2022)

**LEADERSHIP & ACTIVITIES USC Addiction & Self-Control Lab,** Los Angeles, CA August 2022 - December 2022

* Collected participant data in an ongoing fMRI study on the associations between vape content/flavor, appetite, and food choices.

**Spanglish,** Remote, U.S. July 2020 - May 2021

* Designed lesson plans for tutors to teach English to Peruvian students whose education had been impacted by Covid-19.

**USC Circle K International,** Los Angeles, CA August 2019 - May 2020

* Hosted weekly service projects to serve the USC community, as well as the greater LA area.

**USC Joint Education Project,** Los Angeles, CA August 2019 - May 2021

* Provided supplemental literacy and math instruction to second grade students at the Alexander Science Center School.

**Skills**

Workday, Microsoft Office Suite, Google Suite, Qualtrics, SPSS, R, Python, Figma, SQL.