

# Tabitha Laframboise

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## Education

Bachelors of Science, Oakland University  
Major: Human Resources Development  
GPA: 3.08

Jan 2019 - Dec 2021

## Objective

Motivated, organized, and outgoing Human Resources major seeking a position where I can contribute to a company that will utilize my current experience and further enhance my professional knowledge. Skilled in interpersonal communication, with a high curiosity for learning, and focused on delivering results. Noted for taking initiative and performing tasks with exceptional detail orientation.

## **Brose North America Inc.** *Human Resources Intern*, Auburn Hills, MI

Sept 2020 - Present

- Execute onboarding and terminations workflows
- Input and maintain data for 700 Brose North America employees
- Assist with the recruitment process; post jobs, review resumes, conduct phone screenings
- Collaborate with managers to understand recruitment expectations

## **Army Michigan National Guard 42A:** *HR Specialist*, Grand Ledge, MI

Mar 2015 - Present

- Responsible for recording, filing, and reviewing records for confidential equipment
- Onboard and issue equipment to incoming soldiers
- Maintain personnel and training records

## **GKN Automotive** *Human Resources Intern*, Auburn Hills, MI

Mar 2020 - June 2020

- Maintain master data for 400 employees
- Coordinate with hiring managers to schedule interviews and onboard new hires
- Compose and publish company announcements onto company intranet

## **Troy Gym** *Office Associate*, Troy, MI

Jan 2016 - Mar 2020

- Develop agenda and conduct staff trainings
- Manage customer data and resolve past due accounts
- Create and distribute fliers, memos, and informational newsletters
- Settle parent/customer issues and concerns

## Skills

Software: *ADP, Kronos, SAP, Studiodirector, Microsoft Excel, Microsoft Publisher*

Leadership: *Ability to teach and mentor, Dependability*

Communication: *Presentation skills, Interpersonal Communication, Collaboration*