

Tabitha Laframboise

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Experience

- Rocket Central LLC Recruiting Intern**, Detroit, MI Dec 2021 - Present
- Manage weekly, monthly, and quarterly KPIs per recruiter and per team
 - Develop Boolean searches based on Hiring Leader needs and conduct sourcing through various sites to find top talent for positions
 - Allocate incoming applications to Senior Recruiters based on candidate skills and interests
 - Coordinate with high level executive assistants to schedule interviews with leaders and recruiters
- Army Michigan National Guard 42A: HR Specialist**, Grand Ledge, MI Mar 2015 - Present
- Responsible for recording, filing, and reviewing records for highly-confidential equipment
 - Onboard and issue equipment to incoming soldiers
 - Maintain personnel and training records
- Rocket Central LLC Onboarding Operations Intern**, Detroit, MI Jun 2021 - Dec 2021
- Process and audit employee onboarding documents
 - Develop onboarding strategies to facilitate an exceptional onboarding experience
 - Support new hires and handle any issues, and questions, during the onboarding process
 - Create training plan for new hires joining the onboarding team
- Brose North America Inc Human Resources Intern**, Auburn Hills, MI Sept 2020 - Jun 2021
- Execute workflows such as; onboarding and terminations
 - Input and Maintain electronic data for 700 Brose North America employees
 - Assist with the recruitment process; post jobs, review resumes, conduct phone screenings
 - Meet with Hiring Leaders to understand recruitment needs and expectations
- 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

Skills

Technical: ADP, Kronos, Studiodirector, Workday, Microsoft Suite, Microsoft Publisher, LawLogix, LinkedIn Recruiter, E Verify

Leadership: Ability to Teach and Mentor, Dependability, Positivity

Communication: Presentation Skills, Interpersonal Communication, Collaboration

Education

Bachelors of Science, Oakland University Jan 2019 - April 2022
Major: Human Resources Development
GPA: 3.20