

Tabitha Laframboise

Hazel Park, MI | (248) 766-6849 | Tlaframboise3@gmail.com | www.TabithaLafram.info

Experience

Rocket Central LLC *Recruiting Intern*, Detroit, MI

Dec 2021 - Present

- Manage weekly, monthly, and quarterly KPIs for various teams and recruiters
- Develop Boolean searches, based on hiring leader needs, to conduct sourcing through various sites to find top talent
- Support hiring process for 60 hires per month
- Allocate incoming applications to senior recruiters based on candidate skills and interests
- Coordinate with 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 equipment
- Onboard and issue gear and equipment to new soldiers
- Maintain personnel and training records for 120 soldiers

Rocket Central LLC *Onboarding Operations Intern*, Detroit, MI

Jun 2021 - Dec 2021

- Processed and audited employee onboarding documents
- Developed onboarding strategies to facilitate an exceptional onboarding experience
- Supported new hires and handled issues and questions during the onboarding process
- Created training plan for new hires joining the onboarding team

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

Sept 2020 - Jun 2021

- Executed workflows such as; onboarding and terminations
- Inputted and maintained electronic data for 700 Brose North America employees
- Assisted with the recruitment process; posted jobs, reviewed resumes, conducted phone screenings
- Met with hiring leaders to review recruitment needs and expectations

Troy Gym *Office Associate*, Troy, MI

Jan 2016 - Mar 2020

- Developed agenda for and conducted staff trainings
- Managed customer data and resolved past due accounts
- Created and distributed 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

Oakland University Rochester Hills, MI

Sept 2019 - Apr 2022

Bachelor of Science in Human Resources Development

GPA: 3.20