

Tabitha Laframboise

Adrian, MI | (248) 766-6849 | Tlaframboise3@gmail.com | tabitha.pro

Experience

Tenneco Inc. Human Resources Generalist, Grass Lake, MI

Jun 2022 - Jan 2025

- Fostered a positive work environment by coordinating weekly, monthly, and quarterly employee engagement initiatives for 400 employees
- Managed full-cycle recruitment for salaried and hourly positions across technical and non-technical roles
- Oversaw the offboarding process, conducting exit interviews for valuable employee feedback to drive continuous improvement
- Led summer intern programs, partnering with universities to attract top talent; Increased intern headcount by 50% and doubled applicant pool for following summer
- Responsible for managing employee leave requests, maintaining compliance with federal and state regulations such as FMLA and ADA

Army Michigan National Guard Human Resources Lead, Lansing, MI

May 2024 - Present

- Supported pre-deployment events for all Michigan organizations; working with soldiers to review and confirm documents regarding benefits, compensation, and life insurance
- Selected for Human Resource leadership course; graduated top 10% of class (Commandant's List)
- Managed and maintained a personnel roster of 1,500 soldiers for global training session

Human Resources Specialist, Grand Ledge, MI

Mar 2015 - May 2024

- Appointed as Unit Career Counselor, providing personalized guidance to soldiers on their National Guard benefits and post-service options
- Maintained unit strength reports to keep leadership informed on personnel status, supporting strategic planning and resource allocation
- Conducted comprehensive annual reviews and audits of personnel records for a total of 150 soldiers

Rocket Central LLC Talent Acquisition Intern, Remote

Dec 2021 - Jun 2022

- Managed weekly, monthly, and quarterly KPIs for recruiters of cross-functional teams, ensuring alignment with organizational hiring goals
- Developed tailored Boolean searches to source qualified candidates across multiple platforms, effectively matching talent with hiring leader requirements
- Allocated approximately 30 incoming applications per week to senior recruiters by assessing candidate skills and interests, optimizing the recruitment workflow and candidate experience

Onboarding Operations Intern, Remote

Jun 2021 - Dec 2021

- Processed and audited employee onboarding documents—including I-9s, W-4s, and benefits elections—to ensure accuracy and compliance with company policies and legal requirements.
- Planned and organized bi-weekly team development events across four business functions, fostering collaboration and engagement
- Developed a comprehensive training plan for new hires joining the onboarding team, enabling full role proficiency within the first 60 days

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

Sep 2020 - Jun 2021

- Executed key HR workflows including onboarding, terminations, and department gap analysis
- Managed electronic and paper-based HR data for 500 employees

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- Prepared end-of-year Global Mobility tax information for state and federal tax compliance

Skills

Technical: SuccessFactors, ADP, Kronos, Studiodirector, Workday, Microsoft Suite, LawLogix, Equifax, Handshake, Indeed Recruiter, LinkedIn Recruiter, E-Verify, IPPS-A, IPERMS

Non-Technical: Career Mapping/Development, Project Management, People Problem Solving, Collaboration, Presentation Skills, Interpersonal Communication, Relationship Building, Organization

Education

Wayne State University Detroit, MI

Master of Business Administration

Concentration in Human Resources & Management

Expected Graduation: May 2025

GPA: 3.39

Oakland University Rochester Hills, MI

Bachelor of Science in Human Resources Development

Graduated: May 2022

Volunteer

Wayne State Illitch School of Business Mentor

Aug 2023 - Present