

Tabitha Laframboise

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Education

Bachelors of Science, Oakland University
Major: Human Resources Development
GPA: 3.20

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.

Experience

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

Rock Central LLC Onboarding Operations Intern, Detroit, MI Jun 2021 - Aug 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

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 managers to understand recruitment expectations

GKN Automotive Human Resources Intern, Auburn Hills, MI Mar 2020 - Jun 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

Skills

Technical: ADP, Kronos, SAP, Studiodirector, Microsoft Excel, Microsoft Publisher

Leadership: Ability to Teach and Mentor, Dependability, Positivity

Communication: Presentation Skills, Interpersonal Communication, Collaboration