

Submitted to Amentum for ARPA-H STATS

NAME	JOB TITLE	PWS Tasks
Olakunbi Kekere-Ekun	PXD - Basic Onboarding Specialist	7.3.1-7.3.6; 7.5.4; 7.5.7-7.5.8

Job Responsibility	Qualifying Skills
Onboarding and Orientation Coordination – Facilitate onboarding activities, ensuring a seamless transition for new hires into the organization.	<ul style="list-style-type: none"> Experienced in onboarding processes, including facilitating new hire orientations and benefits enrollment. Provided HR support by managing employee records and responding to onboarding inquiries. Assisted with the development of onboarding materials to streamline new hire integration.
Tracking and Managing Onboarding Tasks – Monitor multiple onboarding activities and taskers, ensuring deadlines are met and records are updated.	<ul style="list-style-type: none"> Managed HR data tracking systems to ensure accurate recordkeeping and task completion. Coordinated employee transitions, including promotions and separations, by tracking HR workflows. Familiar with personnel office operations, handling multiple HR administrative tasks concurrently.
HR Compliance and Documentation – Ensure compliance with NIH/HHS onboarding requirements, maintaining accurate records and coordinating documentation with HR teams.	<ul style="list-style-type: none"> Ensured compliance with federal and company policies by maintaining personnel records. Assisted with tracking mandatory training, HR compliance reporting, and audits. Developed and maintained HR documentation to support process improvements and policy adherence.

Education

Bachelor of Arts Human Resources Communication, George Mason University	June 2006
Certificate of Human Resources Management, George Mason University	May 2016

Experience

**Program Specialist /Human Resources Generalist III,
Planned Parenthood of Metropolitan Washington (PPMW), Washington, DC** **2023 – PRESENT**

- Provide high-level administrative support to the Chief People Officer (CPO), managing schedules and prioritizing tasks.
- Draft and prepare reports, memos, and correspondence.
- Facilitate meetings, record minutes, and track action items.
- Administer and execute HR programs, including compensation, investigations, and performance management.
- Process bi-weekly payroll using Paylocity HRIS.
- Oversee training and development programs, including designing learning initiatives and implementing professional development plans.
- Identify employee skill gaps and create tailored training solutions to enhance workforce capabilities.
- Conduct training sessions and workshops on HR policies, compliance, and professional growth.
- Collaborate with leadership to develop mentorship programs and career development strategies.

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- Ensure compliance with federal, state, and local labor regulations.
 - Assist with contract negotiations, policy development, and HR documentation.

Human Resources Specialist, April 2018 – September 2022
DHS- United States Secret Service – Contractor FYI (For Your Information, INC), Washington, DC

- Managed the Electronic Official Personnel Folder (eOPF) system for 7,100+ employees.
- Administered personnel and payroll systems, ensuring compliance and accuracy.
- Developed HR strategies and solutions for organizational challenges.
- Maintained and Monitored Continuing Service Agreement (CSA) program information and Reporting.
- Provided advisory support to senior leadership on HR laws and best practices.
- Managed audits and ensured regulatory compliance.
- Experience in Personnel and Payroll systems (e.g. National Finance Center and Human Resources Connect) languages, data, and operations.
- Capability to communicate verbally with employees on personnel/pay processing issues at different levels in varied situations.
- Worked with Inspectors needing access for eOPF Clearances.
- Managed SF1150 Records and processed SF-52s and all documentation related to entrance-on-duty (EOD).
- Prepared reports and briefings on HR operations and personnel management.

Human Resources Specialist, Goldbelt Incorporated, Herndon, VA September 2017 – January 2018

- Led onboarding, offer letter processing, and HR data entry in the ADP system.
- Conducted new hire orientations and sourced candidates for recruitment.
- Advised on HR policies, benefits, and compliance matters.
- Recommended new approaches, policies, and procedures to continually improve the efficiency of the department and services performed.
- Maintained HRIS records and produced analytical reports.

Human Resources Specialist, AEGIS, LLC, McLean, VA November 2014 – February 2017

- Managed HR operations for Department of Defense (DoD) projects.
- Processed promotions, terminations, and payroll changes.
- Maintained, audited personnel files, I-9s, 401k Enrollment and beneficiary forms.
- Administered employee benefits, FMLA, Flexible Spending Act (FSA), Short Term Disability (STD), and Paid Time off (PTO).
- Managed Defense Based Act (DBA) claims program for 500+ injured employees with the Department of Labor.
- Developed and implemented new hire orientation programs.
- Conducted recruitment, screening, and interviewing.

Human Resources Assistant| PAE Government Services, Arlington, VA November 2010 – July 2013

- Managed travel requests for up to 200 employees, including high-level personnel, in coordination with the CIVPOL (Civilian Police Unit) department.
- Conducted I-9 verifications, employment verifications, background checks, scheduling and exit interviews, leave reporting, and other HR-related tasks.
- Maintained and processed all travel-related records, including employee travel, accommodations, immigration, and visa-related solutions.
- Supported the recruitment and onboarding process to ensure a seamless transition for new hires.
- Collaborated with hiring managers to develop job descriptions and post openings for various positions.
- Led new hire recruitment and facilitated new employee orientations.

Accounting Procurement Assistant, Stuckey's Corporation, Silver Spring, MD**June 2008 –January 2010**

- Reviewed and processed daily orders with efficiency and accuracy.
- Managed inventory, clerical paperwork, subcontractor services, and other administrative production tasks.
- Created and published monthly store reports to track performance and operations.
- Regularly updated and maintained customer records to ensure accuracy and efficiency.
- Maintained daily client relations, acting as the primary point of contact (POC) for direct and indirect customer interactions.

SKILLS

- National Finance Center (NFC)
- HRIS & Payroll Systems (Paylocity, ADP, NFC, HR Connect)
- Employee Relations & Compliance
- Training & Development
- Strategic HR Planning & Advisory Support
- Recruitment & Onboarding
- Conflict Resolution & Investigations
- Data Analytics & Reporting
- Benefits & Compensation Management