

Submitted to Amentum for ARPA-H STATS

NAME	JOB TITLE	PWS Tasks
Laquisha Robertson	PXD- Basic Human Resource Specialist	7.3.1-7.3.6; 7.5.4; 7.5.7-7.5.8

Job Responsibility	Qualifying Skills
Recruitment & Onboarding Management: Oversee the full-cycle recruitment, hiring, and onboarding processes for AAAS and Presidential Innovation Fellows.	<ul style="list-style-type: none"> Facilitated recruitment operations at the Drug Enforcement Administration (DEA) by posting vacancies, screening resumes, scheduling interviews, and onboarding new hires. Managed orientation and onboarding at Search for Common Grounds, ensuring seamless integration of new employees. Experienced in advertising vacancies, coordinating communication, and enhancing efficiency in talent acquisition through various HR roles.
Personnel Lifecycle Support: Provide comprehensive HR support, including personnel action processing, compliance oversight, and policy execution.	<ul style="list-style-type: none"> Managed personnel action requests, documentation, and compliance as an HR Assistant and Management Analyst at the DEA. Processed promotions, transfers, and leave requests while ensuring federal HR compliance, EEO guidelines, and policy adherence. Conducted payroll verification and benefits administration, ensuring accuracy in personnel records and compensation.
Administrative & Documentation Management: Track and coordinate HR taskers, maintain organized records, and ensure compliance with agency policies.	<ul style="list-style-type: none"> Directed the preparation of reports, memos, and employment offer letters to streamline HR communication and compliance. Maintained employee records, database operations, and HR reporting at Kaiser Permanente and Georgetown University Hospital. Proficient in MS Office 365, PeopleSoft, SQL, EmpowHR, and BambooHR, supporting document tracking, data management, and HRIS operations.

Education

University of Maryland Global Campus Master of Healthcare Administration, Largo, MD	Dec 2021
Morgan State University Bachelor of Science, Baltimore, MD	Dec 2016

Experience

Drug Enforcement Administration Arlington, VA Human Resources Assistant

Oct 2024 - Present

- Facilitate recruitment operations by posting vacancies, conducting resume screenings, arranging interviews, and managing new hire onboarding activities.
- Prepare and process documentation for personnel actions including promotions, transfers, and leaves while ensuring compliance with federal HR regulations and EEO guidelines.
- Handle payroll verification tasks, accurately review timecards, and communicate HR policies to staff while maintaining precise employee records.

Management Analyst**Nov 2022 - Oct 2024**

- Conducted comprehensive research and data analysis to refine administrative support procedures and improve the employment suitability program.
- Oversaw the management of personnel action requests, guaranteeing the precision of critical human resources documentation.
- Directed the preparation and dissemination of essential communications, including reports, memos, and employment offer letters.
- Established and maintained program objectives, formulating strategic goals for the ongoing enhancement of the employment suitability program.

Georgetown University Hospital Washington, DC**Senior Executive Assistant****Sep 2021 - Nov 2022**

- Managed database operations to analyze budgets and prepared detailed reports for decision-making processes.
- Coordinated administrative tasks, managed schedules, travel itineraries, and financial expense reporting for medical professionals.
- Developed and maintained an efficient filing system, ensuring secure handling and confidentiality of sensitive documents.

Search for Common Grounds Washington, DC**Intern HR Generalist****Dec 2021 - May 2022**

- Developed and managed orientation and onboarding processes to improve integration of new hires and streamlined employee exit procedures in accordance with organizational protocols.
- Supported payroll and benefits administration to ensure accurate and timely delivery of employee compensation and services.
- Managed recruitment operations including advertising vacancies and communication, enhancing the efficiency and effectiveness of talent acquisition.

Kaiser Permanente Fair Oaks, VA**Data Analyst****May 2019 - Sep 2021**

- Analyzed and forecasted medical record data using Excel, resulting in actionable insights for outcome modeling.
- Assisted with client compliance in regard to Affirmative Action Programs and Equal Employment Opportunity reporting, applying independent judgment and discretion.
- Managed data collection, preparation, and auditing for HR reporting, ensuring accuracy and completeness using Excel, Access, and SQL Server.

Inova Fairfax, VA**Emergency Room Coordinator****Apr 2017 - Dec 2019**

- Coordinated emergency response protocols for critical cases, achieving efficient and timely care delivery.
- Collaborated with medical staff to enhance patient care procedures, resulting in an elevated patient experience.
- Maintained electronic health records with precision and executed administrative duties effectively under high-pressure conditions.

TECHNICAL SKILLS

MS Office 365 • People Soft • Adaptive Insight • USA Staffing • SQL • EmpowHR • BambooHR • Google Suite • Lever ATS • HRIS Proficiency • Recruitment & Staffing • Conflict Resolution • Performance Management • Strategic Planning • Training & Development • Interpretation • Advisory Services • Policy Analysis • Compliance • Oral Communication • Rumba