

Submitted to Amentum for ARPA-H STATS

NAME	JOB TITLE	PWS Tasks
Hewan Teklu	PXD - Intermediate Human Resource Specialist	7.3.1-7.3.6; 7.5.4; 7.5.7-7.5.8

Job Responsibility	Qualifying Skills
<b>Workforce Support &amp; HR Operations:</b> Provide HR and personnel operations support, ensuring smooth workforce management.	<ul style="list-style-type: none"> <li>Managed HRIS operations, including Zenefits implementation and optimization, ensuring efficient HR processes.</li> <li>Led recruitment efforts for various roles, including case managers, IT instructors, program managers, and federal contract roles.</li> <li>Administered compliance documentation for government contracts, ensuring proper documentation and reporting.</li> </ul>
<b>Onboarding &amp; Offboarding Management:</b> Oversee onboarding and offboarding processes, ensuring compliance and efficient transitions.	<ul style="list-style-type: none"> <li>Developed and implemented onboarding and offboarding workflows to streamline employee transitions.</li> <li>Managed learning management systems (LMS) for student certification tracking and compliance monitoring.</li> <li>Conducted new hire orientations and recruitment initiatives, ensuring employees were well-versed in policies and procedures.</li> </ul>
<b>HR Policy &amp; Compliance Management:</b> Assist in HR policy development, employee records management, and compliance with regulations.	<ul style="list-style-type: none"> <li>Created HR policies, including employee handbooks, templates, and compliance procedures.</li> <li>Reviewed RFPs and RFQs, contributed to proposal writing, and ensured adherence to compliance documents for proposal submissions.</li> <li>Oversaw workforce development programs, including LinkedIn and O*NET Online training, to enhance career readiness and job placement.</li> </ul>

## Education

Master of Science, Cybersecurity, Marymount University	May 2020
Master of Business Administration, Human Resource Management, Liberty University	May 2017
Bachelor of Science, Business Administration – HR Management & International Business Liberty University	May 2015

## Experience

Constituent Services Worldwide (CSW), Washington, Dc,	JUNE 2017 – PRESENT
Program Manager/HRIS Manager	OCT 2022 - PRESENT
<ul style="list-style-type: none"> <li>Oversee HRIS operations, including Zenefits implementation and optimization.</li> <li>Led recruitment efforts for case managers, IT instructors, program managers, and federal contract roles, including Project Managers, SMEs, Senior Financial Analysts, and Procurement Specialists.</li> <li>Developed a Concepts of Operations (CONOPS) document for integrating Acuity scheduling data with Power BI, optimizing reporting and data visualization for leadership insights.</li> <li>Extract, clean, analyze, and submit government reports using Acuity's scheduling system.</li> </ul>	

- Administer compliance documentation for government contracts, including EEO forms, bidder-offeror forms, tax affidavits, and insurance certifications.
- Facilitate workforce development programs, including LinkedIn and O\*NET Online training to support career readiness and job placement.

**HR Operations, Data Management, & Business Development Specialist****JAN 2018 - SEPT 2022**

- Developed and implemented an Employee Handbook, along with HR templates still in use today, including 1099 contracts, Business-to-Business contracts, and offboarding checklists.
- Managed onboarding and offboarding workflows, ensuring smooth transitions for employees and contractors.
- Manage the school's learning management system (LMS), ensuring accurate tracking of student certifications, enrollment, and job placements; assist with data requests, data surveys, complete compliance documents, and attend Higher Education License Commission (HELC) hearings to get our school license approved.
- Reviewed RFPs and RFQs, contributed to proposal writing, and completed required compliance documents for proposal submissions.

**HR Specialist (Contractor)****JUNE 2017 - JAN 2018**

- Supported over 1,000 individuals through resume writing services and mock interviews for the Department of Employment Services (DOES) and DC Infrastructure Academy (DCIA).
- Designed targeted participant recruitment strategies, contributing to an 80%+ graduation rate for UDC's National Green Infrastructure Certificate Training Program.
- Conducted one-on-one career coaching sessions and facilitated recruitment activities, including applicant screening and interviewing.

**Liberty University, Lynchburg, VA****AUG 2016 - MAY 2017****International Office Assistant**

- Defined clear expectations for new and existing administrative staff by leading administrative training and creating the office operations manual; educated 250+ new international students by leading orientation presentations.
- Strategized and led promotional efforts to raise awareness of International Student Center events with 1K+ guests.
- Handled administrative responsibilities, including scheduling multimedia marketing presentations with WebDT, responding to phone calls, managing appointments and documents, and accurately performing data entry.

**Sodexo Liberty University Dining Services, Lynchburg, VA****AUG 2014 - OCT 2015****HR Assistant**

- Led recruitment efforts for seasonal on-campus positions, organizing job fairs for a campus population of 13,000+ students.
- Conducted new hire orientations covering company policies, compliance, and payroll documentation.
- Performed payroll reconciliation and distribution for 600+ employees.

**UN World Food Program, Addis Ababa, Ethiopia****May 2013 - June 2013****Finance & Administration Assistant Intern****CERTIFICATIONS:**

- Course Completed: Power BI & Database Development/SQL, Sholla, 2023
- Certified Scrum Master (CSM), Scrum Alliance, 2023
- Lean Six Sigma Yellow Belt (ICYB), Thayer School of Engineering at Dartmouth, 2020
- CompTIA IT Fundamentals, CompTIA, 2018

**Volunteerism**

**Learn and Live Holistic Health Services & Global Innovative Health**

**JAN 2018 – DEC 2018**

- Business Consultant
- Reviewed RFPs and RFQs, ensuring compliance and alignment with win themes.
- Drafted, edited, and coordinated proposal submissions, including response documents.
- Conducted interviews to evaluate candidates' strengths and matched them with client requirements.
- Negotiated employment terms with external staff.

Languages: English and Amharic (bilingual)

**Technical Proficiencies:**

HRIS Systems: Zenefits

LMS Platforms: Moodle

Data Analysis Tools: Microsoft Excel, Power BI

Scheduling & Database Management: Acuity

Microsoft Office Suite (Word, PowerPoint, Excel, Access, and Outlook)