

Submitted to Amentum for ARPA-H STATS

NAME	JOB TITLE	PWS Tasks
Elsie Conteh	PXD - Basic Onboarding Specialist	7.3.1-7.3.6; 7.5.4; 7.5.7-7.5.8

Job Responsibility	Qualifying Skills
<b>Onboarding &amp; Orientation:</b> Manage onboarding activities, ensure a smooth transition for new hires, and track personnel documentation.	<ul style="list-style-type: none"> <li>· Led new hire onboarding and training programs at multiple organizations.</li> <li>· Processed hiring paperwork and ensured compliance with HR policies and standards.</li> <li>· Managed employee records and HR systems to track personnel activities effectively.</li> </ul>
<b>Training &amp; Policy Guidance:</b> Coordinate training, compliance, and HR policy communication for employees.	<ul style="list-style-type: none"> <li>· Developed and conducted employee training on compliance, HR policies, and onboarding procedures.</li> <li>· Interpreted and explained human resources policies, ensuring alignment with employment laws.</li> <li>· Provided guidance to managers and employees on performance management, hiring, and benefits.</li> </ul>
<b>Personnel Office &amp; Compliance Management:</b> Maintain HR records, ensure adherence to policies, and track key HR processes.	<ul style="list-style-type: none"> <li>· Oversaw personnel onboarding and payroll processing for 85+ employees at UCLA Clinical Translational Research Center.</li> <li>· Managed HR documentation, including performance evaluations, offer letters, and compliance reports.</li> <li>· Ensured adherence to labor laws, EEOC regulations, and internal HR policies.</li> </ul>

## Education

**MBA, Southern New Hampshire University**

**May 2023**

**B.A., Business Marketing, Westwood College, Los Angeles**

## Experience

**Sr. HR Generalist, Frequentis Inc., Columbia. MD**

**June 2023-Present**

- Complete new Hire Onboarding
- Coordinate and oversee employee training and development programs, ensuring that employees have the skills and knowledge they need to perform their jobs effectively.
- Completed Performance reviews, status Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Proven ability to meet strict deadlines and handle detailed, confidential data
- Advised, coaches, and collaborate with executive team on HR policies and programs including complex employee relations issues, disciplinary policies and annual evaluations.

**Sr. HR Generalist, Whitebox Inc., Baltimore, MD**

**October 2021-March 2023**

- Oversee the recruitment and hiring process, from sourcing candidates to interviewing, making job offers, and onboarding new employees.

- Act as the liaison between management and employees, working to resolve conflicts and promote positive relationships between staff and the company.
- Manage the employee benefits program, including health insurance, retirement plans, and other perks.
- Ensure that the organization complies with all federal, state, and local labor laws and regulations, including those related to discrimination, harassment, and employee safety.
- Coordinate and oversee employee training and development programs, ensuring that employees have the skills and knowledge they need to perform their jobs effectively.
- Work with managers to develop performance management plans and oversee the performance appraisal process, providing guidance and support to ensure that employees are meeting their goals and objectives.
- Manage the organization's HR information systems, ensuring that employee data is accurate and up to date.

**HR Generalist, Speech Language & Associates, Encino, CA****February 2019-August 2020***Started as temp placement in October 2018 by Apple one*

- Assist in internal and external compensation and benefits enrollment yearly & worked in tandem with benefits broker to administer employee benefits.
- Advised managers on organizational policy matters, such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Completed Performance reviews, status Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Conducted new hire onboarding, training, and compliance training.
- Responsible for recruitment of Hourly & Salary employee and maintaining JD's.
- Prepared employee separation notices & offer letters.
- Process unemployment claims, workers compensation claims and verifications of employment
- Assisted with the process of biweekly payroll.

**HR Admin III, UCLA Clinical Translational Research Center, Los Angeles, CA****February-2012-June 2018**

- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Processed payroll services for 85 plus employees
- Contact for all HR duties / questions in the department.
- Hire employees and process hiring-related paperwork. Processed new hire paperwork.
- Conducted /helped with new hire training.
- Processed payroll transactions in Oasis (PTR)
- EDB Preparer on oasis as well as web version
- Update IRB and Consent in web-camp

**Billing Admin II, UCLA Patient Business Service, Los Angeles, CA****June 2011-February 2012**

- Maintain the process of patient billing.
- Organized documents in C-view
- Help with the disbursement of mail.
- Answered calls regarding Patient Billing

**KEY QUALIFICATIONS**

Employment Law, FMLA/ADA/EEO/WC, Mediation & Advocacy, HR Policies & Procedures, Staff Recruitment & Retention, Employee Relations, Alternative Dispute Resolution, Benefits Administration, Orientation & Onboarding, Training & Development, Performance Management, Strong Communications

**TECHNICAL SKILLS**

ADP Expert, Paylocity, MS Office (Word, Excel, PowerPoint, Access, Outlook), LinkedIn, Indeed Recruiter