

Haley Rose Thompson

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Professional Experience

HR Coordinator

Belcan

Lansdowne, VA

May 2020 - May 2021

- Set up new hires in all Belcan Systems including JDE, Unanet, HR Connect, and ADP
- Led new hire orientation and gathered and processed all on-boarding documents
- Assisted with the launch of performance and merit in HR Connect for employees
- Managed the HR mailbox and responded to employees inquiries regarding Belcan policies and benefits

Administrative Assistant

Belcan

Lansdowne, VA

September 2019 - May 2020

- Assisted HR with managing employee records for active and terminated employees
- Entered expense reports for Management in Unanet
- Scheduled Investigators to come in and review employee records
- Coordinated with recruiting to create and send out offer letters to candidates and promotion letters to current employees

Admissions Office Assistant

Rosemont College

Bryn Mawr, PA

May 2019 - August 2019

- Assisted the Admissions staff with communicating to students
- Filed applications and assembled acceptance packets for perspective students
- Processed new prospective students into the colleges Salesforce system

Student Administrator

Rosemont College

Bryn Mawr, PA

October 2016 - May 2019

- Helped to coordinate and run open houses held on campus
- Selected as head of the ambassador program supervising over twenty students
- Assisted with answering phone calls and questions from perspective students

Skills

- Soft Skills: Leadership, Communication, Customer Service, Public Speaking
- Technical Skills: Unanet, ADP, JDE, HR Connect, Microsoft Office

Education

Rosemont College

Bryn Mawr, PA

Graduated May 2019

- Bachelor of Science Degree in Clinical Sociology
- Minor in Ethics and Leadership and Theology and Religious Studies
- Cumulative GPA: 3.89

Academic Honors

- Dean's List
- Magna Cum Laude
- Kistler Honor Society
- Delta Epsilon Sigma National Honor Society

Fall 2015 - Spring 2019