

**Tania M. DaSilva**

**Qualifications Summary**

Strategic yet tactful professional, motivated by challenge, with increasing experience in the Human Resource arena and administrative experience supporting management teams and employees through times of growth and through times of downsizing.

**Core Competencies**

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| --- | --- | --- |
| * Staffing & Recruitment | * HR Administration | * Audit & Compliance |
| * Employee Relations | * Training & Development | * Management & Supervisory Skills |
| * Performance Assessment Management | * Policy Development & Implementation |  |

# Work Experience

Paradyme Management, Inc., Greenbelt, MD April 2015 – Present **Director of Corporate Support**

*Responsible for managing the day-to-day activities of the Corporate Support Team ensuring that the team is providing an effective level of support and enablement. Key responsibilities include creating efficiencies in processes to ensure constant improvement. Also serve as the Director of HR responsible for managing the Human Resources for the organization including Benefits administration.*

Georgetown University, School of Nursing & Health Studies (NHS), Washington, DC September 2008 – April 2015 **Director of HR Operations**

*Oversee the Human Resource and facilities functions of the School and manage the human resources requirements for a faculty and staff of more than 400 persons, including facilitation of the faculty, staff and student hiring and contract processes.*

* Work with the central NHS administration to coordinate the operations and business activities of the School.
* Provide oversight of several financial and operational affairs of the school such as supervision of the mailroom, student interns and assistants, new employee orientation, space and resource allocation, equipment, phones and keys.
* Serve as a liaison for NHS to other areas of the University and Medical Center, particularly as relates to Human Resources including personnel, policies, recruitment, benefits, and employee relations as well as Medical Center Finance on payroll matters.
* Assist in the process of recruitment for faculty, staff, student hires, and teaching assistants from initiation to completion.
* Conduct new employee orientations to ensure smooth transition into the Georgetown community.
* Function as the direct manager of NHS’ Human Resource Coordinator and indirect manager of the NHS Program Coordinators to ensure professionalism and consistency in departmental administration, service, integration, communications, and planning.
* Work with main campus to implement and maintain NHS’ emergency preparedness plan.
* Oversee organization and maintenance of NHS common areas (i.e. mailroom, supply closet, and kitchenettes).

***Accomplishments:***

* *Played a vital role in establishing the contracting and hiring procedures for remote faculty hires joining the Department of Nursing’s Online Masters Program to include the development of the Remote Hire Form for the I9 process. This form has been adopted University wide.*
* *Developed Standard Operating Procedures (SOP) documentation for HR processes (school specific), including Onboarding, Faculty Engagement/Contracting, and Employee Reimbursement processes.*
* *Worked with Department Chairs to develop a Faculty Compensation Structure for Adjunct positions based on market drivers.*

Triad Communication, Inc., Washington, DC February 2007 – August 2008

**Human Resources Manager**

*Overall Responsibilities included providing a full range of HR support to the management team and all employees including but not limited to:*

* Leading all recruitment efforts for professional positions including IT- drafting job descriptions/announcements; sourcing, screening, and interviewing; determining suitability and organizational fit; performing background checks and verifying prior employment and references; providing new hire orientation and on-boarding.
* Maintaining personnel files in compliance with applicable legal requirements and ensuring all employee records are kept up-to-date.
* Managing and tracking of all employee disciplinary actions- providing coaching and counseling to managers before the execution of such employee disciplinary actions.
* Ensuring that the company’s Employee Handbook is maintained and updated as needed and changes to company policy are reflected appropriately.
* Distributing, monitoring and ensuring that all Employee Performance Evaluations are completed in a timely manner.
* Supervising receptionist function assuring coverage of switchboard at all times.
* Assisting the Chief Financial Officer with the administration of all employee benefits (group health insurance, life insurance, and 401k) and the preparation of payroll.
* Directing special events for staff by coordinating venues and schedules, and staying within budget.
* Additional responsibility of managing Triad's real estate subsidiaries consisting of three properties.

***Accomplishments:***

* *Within the first six months of employment, successfully established and implemented policies and procedures in recruitment (created an applicant tracking database in Access), new hire orientation and on boarding, personnel file management (completed an audit on all historic and current employee files and input key information into an employee database created in Access), performance evaluations and counseling.*
* *Investigated and successfully concluded a claim of sexual harassment to the satisfaction of all parties involved.*

Graham Staffing Services, Inc., Rockville, MD April 2006 – Feb 2007

**Staffing Specialist**

*Responsible for the full life cycle recruiting process for temporary, temporary-to-permanent and permanent placements.*

William Gallagher Associates Insurance Brokers, Inc., Boston, MA July 2004 - March 2006

**Assistant Claims Consultant**

*On behalf of WGA client, established claim files and managed the direction of the claim with the carrier, maintained current and frequent communication with the carrier, and advocated the client’s position.*

# Education

**Master of Science in Management (**Concentration: Human Resource Management)

*University of Maryland University College- Adelphi, MD*

**Bachelor of Science in Business Management** (Concentration: Human Resource Management)

*Towson University- Towson, MD*

**Professional Affiliation**

Society for Human Resource Management

**Additional Skills**

* Working knowledge of general human resources practices and policies (EEO, FLSA, FMLA, ERISA, COBRA, ADA, ADEA & HIPPA).
* Exceptional relationship-building skills; collaborates well; able to develop and leverage relationships inside and outside an organization to enhance open communication and company productivity.
* Proficient in the Microsoft Office XP Suite (Word, Excel, PowerPoint, Outlook and Access).
* HRIS: PeopleSoft, Kenexa Products, Star Searcher, Humanis, and Workday
* Project Management Software: AtTask
* Well versed with online job boards – Monster, CareerBuilder, WashingtonPost.com, Craigslist, Job Fox, etc…
* Strong research, communication and presentation skills.
* Work very well both independently and in a team.
* Meticulous attention to detail and proven ability to handle multiple projects efficiently.
* Conversational Spanish and Portuguese.