

Resume 434

Human Resource professional with a passion for the HR field, helping others, giving back to the community, and making a positive impact on the lives of others. Expertise in training and development, onboarding, employee relations, leading community initiatives, employee engagement, and working collaboratively as part of committees, workgroups, and project teams.

Education

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN HUMAN RESOURCES | JUNE 2017 | UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK

- Graduated Summa Cum Laude, June 2017
- William H. Wendel Award Recipient, June 2017

Certifications and Professional Organizations

- SHRM – CP Certification – Earned December 10th, 2019
- Veterans at Work Certificate (SHRM Foundation) – Earned November 2019
- Completed the Diversity and Inclusion Academy (Buffalo Niagara Partnership) – November 2020
- Society for Human Resource Management (SHRM) – Member since September 9th, 2019
- Beta Gamma Sigma – Member since April 2017

Skills & Abilities

Human Resources (HR) – Onboarding – Training and Development – Employee Relations – Recruiting - Employee Engagement – Business Administration – Organizing Community Events – Microsoft Office Suite - Canva – Social Media – Communication – Confidentiality – Relationship Building – Presentations – Public Speaking - Organizational Skills – Empathic Skills – Dependability – Collaboration – Adaptability

Work Experience

HUMAN RESOURCE GENERALIST (PROMOTION) | REMEDY INTELLIGENT STAFFING, TONAWANDA, NY | FEBRUARY 2020 - JUNE 2021

- Created comprehensive training curriculums for each new hire, which involved coordinating at least 45 meetings and trainings with 15-20 employees across the organization who served as trainers and subject matter experts
- Recruited and conducted preliminary phone screens for internal positions such as front desk, recruiter, talent acquisition, and supervisor roles, and collaborated with hiring teams to make final decisions
- Provided Human Resources (HR) support in onboarding, training and development, employee relations, performance management, compliance, and offboarding for approximately 70 employees throughout 12 locations
- Collaborated with others as part of various workgroups such as the Culture Committee, Onboarding Workgroup, and Diversity and Inclusion (D&I) Workgroup, as well as several project teams, and co-led a Giving Back Campaign for Make-A-Wish

ADDITIONAL PROJECTS, LEADERSHIP, AND TRAINING OPPORTUNITIES

- Co-facilitated a Focus Group of 8 employees about diversity and inclusion regarding internal recruitment
- Participant in Mentor Program (Mentor and Mentee) and Colleague Exchange Program
- Collaborated with others to revamp and co-facilitate a Career Prep Workshop for the Buffalo City Mission
- Co-created a company culture video to promote the culture to future candidates for internal positions
- Created a requisition form for employees to submit ideas for future projects, trainings, and initiatives

HUMAN RESOURCE ASSISTANT | REMEDY INTELLIGENT STAFFING, TONAWANDA, NY | MAY 2017 – FEBRUARY 2020

- Provided Human Resources (HR) support in training and development, onboarding, offboarding, and compliance for approximately 60 employees and conducted thorough 30-60-90 reviews with new hires
- Championed social media initiative (until September 2019) by conducting research, revitalizing and managing content for all company Facebook and LinkedIn pages, writing a standard operating procedure (SOP), and training employees on page management and best practices
- Communicated with a variety of vendors and paid invoices in a timely manner
- Spearheaded company-wide fundraiser for WNY Heroes, Inc. and company-wide participation in Walks to End Alzheimers, was asked to co-lead a Giving Back Campaign for Make-A-Wish, collaborated with others to organize employee participation in community events such as the Roswell Park Holiday Giving Program, Junior Achievement Bowl-A-Thon, Shower with Kindness Drive for the Buffalo City Mission, Cooks for Kids event through the Ronald McDonald House, and was a member of the Culture Committee, Onboarding Workgroup, Communication Workgroup, and Hiring Process Workgroup

ADDITIONAL PROJECTS, LEADERSHIP, AND TRAINING OPPORTUNITIES

- Participant in Leadership Challenge Training, Mentor Program (Mentee), and Colleague Exchange Program
- Designed company's vision board
- Created slideshow with pictures of employees participating in various community events for company picnic
- Collaborated with others to create a 6-week Career Prep Workshop for the Buffalo City Mission
- Attended the 2019 SHRM Conference in Albany, NY

STUDENT ASSISTANT TO THE ASSISTANT TO THE DIRECTOR | CAREER SERVICES DEPARTMENT – UNIVERSITY AT BUFFALO, AMHERST, NY | JULY 2014 - SEPTEMBER 2016

- Provided administrative support by completing various projects and tasks such as designing and facilitating a Student Employee Orientation presentation to 30 individuals, conducting initial phone screens for internal positions, creating a menu for an office event within budget, and organizing files
- Collaborated with team members to redesign the Student Employee Orientation Handbook, restructure the Student Evaluation Form, and ensure amenities were available for over 100 employers during Career Fest 2015

CUSTOMER SERVICE REPRESENTATIVE | CAREER SERVICES DEPARTMENT – UNIVERSITY AT BUFFALO, AMHERST, NY | JULY 2014 - SEPTEMBER 2016

- Served as an informational resource for students by evaluating their situations, matching services and/or Career Counselors with their needs, scheduling appointments, triaging phone calls, and addressing inquiries
- Assisted with training new Customer Service Representatives on processes, procedures, and daily tasks

Internships

IN-HOUSE HUMAN RESOURCES (HR) INTERN | REMEDY INTELLIGENT STAFFING, TONAWANDA, NY | SEPTEMBER 2016 – MAY 2017

- Provided Human Resources (HR) assistance by creating trainings for employees, updating job descriptions, and revamping/creating employee handbook policies

IN-HOUSE FRONT DESK/ADMINISTRATIVE ASSISTANT | REMEDY INTELLIGENT STAFFING, CHEEKTOWAGA, NY | MAY 2016 – AUGUST 2016

- Supported the office by providing customer service, triaging phone calls, scheduling interviews, delivering orientations, reviewing paperwork, helping set up pay cards, inputting information into database, and filing

References available upon request.