



## Applicant 83829

**OBJECTIVE:** Seeking a position in Recruiting that will enable me to use my organizational skills and educational background to aid both current and future employees.

### EDUCATION

**SACRED HEART UNIVERSITY**, Fairfield CT

August 2017

*Master of Science, **Human Resource Management***

GPA: 3.7

**SACRED HEART UNIVERSITY**, Fairfield CT

2012-2016

*Bachelor of Science, **Health Science***

### RELEVANT EXPERIENCE

**Major NYC Investment Bank, New York, NY**

October 2017- Present

*Recruiting Coordinator*

*November 2018 to present*

- Maintain and track active postings on career sites.
- Create and post Taleo Requisitions to career sites.
- Source, review, and send resumes to the hiring managers.
- Coordinate interviews between candidates and hiring managers.
- Key point of contact for candidates throughout interview process.
- Initiate background checks through HireRight.

*Human Resource Assistant*

*October 2017-November 2018*

- Conducted New Hire Orientation.
- Inputted new employee paperwork into HRIS system Oracle.
- Maintained Ask HR email inbox.
- Sent New Hire Paperwork in Taleo Onboarding.
- Coordinated Employee Engagement lunches with Senior Management.
- Audited and scanned employee files into centralized electronic system.
- Developed a more interactive and informative New Hire Orientation by adding company history.
- Coordinated management training across different offices.

**Suffolk County Water Authority, Oakdale, NY**

June 2017-August 2017

*Human Resource Intern*

- Organized more than six-months of employee paperwork backlog.
- Performed audit of employee medical benefits resulting in savings to SCWA.
- Used the HRIS System SAP to assist with assigned tasks.
- Aided in the recruitment and onboarding process of new employees.
- Worked with both Union and Non-union employees on various tasks.



**Softheon**, Stony Brook, NY

*Human Resources Intern*

December 2016- March 2017

- Sourced and retrieved resumes for job openings.
- Assisted in the creation of an employee directory.
- Provided assistance with basic HR duties and tasks.

## **RESEARCH**

---

“Communication and Implementation of a New Performance Management System”

August 2017

- With a team created a communication and implementation plan for a new PMS for a Nonprofit organization.
- Delivered Oral Presentation with my team to the Nonprofit Executives.