Name

Address
Email address
Phone

OBJECTIVE

Highly motivated and energetic Human Resources professional seeking to acquire a position to apply my professional experience as well as to develop additional knowledge and skills to further my Human Resources career.

WORK EXPERIENCE

Epsilon, Wakefield, MA — April 2010 - Present

Human Resources Coordinator

- Point of contact for 650+ employees with policy, procedure, and HR related questions or employee relations issues
- Assist with performance improvement plans and conduct exit interviews for on-site and remote employees
- Member of M&A planning teams and facilitated orientations for two international acquisitions of 350 and 750+ employees
- Manage FMLA, STD, workers compensation, and unemployment claims
- Redesigned, implemented, and led rollout of weekly new hire orientation to include all new hires across the country
- Maintain personnel files and HRIS system, including new hire entries/terminations, data maintenance, and reporting

Immigration Specialist

- Manage company immigration program, including regular communication with the 200+ foreign national population and outside legal counsel
- Created and implemented company-wide immigration policy and procedure reform, creating stricter guidelines around sponsorship per position, institution of a green card repayment agreement, and the addition of visa language in offer letters
- Formulate and maintain immigration budget for United States operations
- Host trainings for foreign nationals, managers, HR professionals, and recruiters

Epsilon, Wakefield, MA — August 2009 - April 2010

Recruiting Coordinator

- Provided full administrative support to nine recruiters for all applicants throughout the recruiting life-cycle, including assistance with requisition and offer approvals, generating and sending offer letters, and maintenance of candidate folders to ensure audit compliance
- Reviewed resumes, interviewed, and placed qualified candidates for ten Compliance, Finance, Accounting, and Administrative roles
- Requested and monitored employee background checks, including, criminal, drug, social security, and credit checks
- Maintained and processed company-wide employee referral bonus record and payouts

PGA Tour: Bank of America Championship, Acton, MA — 2007-2008

Volunteer Coordinator & Human Resources Intern

- Reviewed resumes and cover letters of intern candidates and participated in the interview process
- Attended college career fairs to seek out possible job applicants
- Managed the volunteer program including recruitment, selection, scheduling, assigning, training, and conflict resolution for 1,300 volunteers
- Planned, set-up, and ran a recognition event for all volunteers

EDUCATION

Bentley University, Waltham, MA

Bachelor of Science, Business Management, *Cum Laude*, May 2009

Cumulative G.P.A 3.59; Major G.P.A 3.71; Dean's List, President's List, High Distinction Honors in Management