

EXPERIENCE

Human Resources Generalist II | July 2022 - Present

College of Architecture, Design and Construction | Auburn University

- Oversee the college's human resources functions, including advising on policy and procedures
- Make key recommendations and significant decisions as relates to human resources administration and employment decisions
- Coordinates with college, school, and supervisor level leaders regarding staff planning
- Exercise discretion concerning highly sensitive and confidential information
- Work closely with finance management on matters of pay management, promotion, and merit
- Key contact for departments regarding benefits, annual performance reviews, and employee relations

Executive Administrative Assistant | July 2020 – May 2022

SiO2 Materials Science | Auburn, AL

- First point of contact for VP of Human Resources
- Supported Human Resources through review of timesheets, performing candidate reference checks, and maintenance of electronic employee records
- Received and reviewed I9 documents during onboarding

Executive Administrative Assistant | May 2018 – April 2020

GE Aviation | Auburn, AL

- Primary organizer of employee relations and engagement events
- Conducted interviews and lead debriefing sessions, reporting results to Human Resource leadership
- Led communication efforts, including awards, newsletters, monthly All-Employee meetings, and appreciation events
- Managed and coordinated resources for employee training events both on and off-site
- Reviewed employment applications for completeness and to ensure qualifications were met
- Point of contact to selected candidates for scheduling interviews and onboarding
- Represented company at community events, career fairs, hiring events and Co-op/Internship Interview Day on Auburn University campus

Career Center Manager | October 2013 – May 2018

Goodwill Industries of the Southern Rivers | Opelika, AL

- Managed staff in the areas of recruitment, screening and application submission
- Oversaw activities in Career Center to include: project development, scheduling events and training programs, and coordinating marketing initiatives
- Functioned as the lead representative in the initiation and development of employer partnerships
- Retained 30+ employer partners, developing partnerships with large and small businesses to recruit, refer, and screen applicants over the course of 7 years
- Analyzed service needs and worked to develop programs and modify existing curriculum
- Set and implemented strategic objectives to increase population served and employer partnership

- Provided guidance and developed improved recruitment tools
- Managed, planned, developed, and administered training

Career Center Specialist | July 2011 – September 2013

Goodwill Industries of the Southern Rivers | Opelika, AL

- Delivered career services through advertising work opportunities and screening applications
- Provided support for hiring managers at on-site hiring events
- Coordinated career events serving 400+ applicants
- Advised a diverse population on job search strategies
- Conducted mock interviews and instructed job development classes
- Reviewed employment applications for completeness and to ensure qualifications were met
- Tracked data concerning employer relationships and job seeker outcomes

EDUCATION

Public Administration BA | Auburn University

REFERENCES

Available upon request