

**YOUR NAME**

**Phone Number | Email | LinkedIn | City/State**

**EXPERIENCE**

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**Human Resources Generalist**

**November 2019 – Present**

*FuelX*

San Mateo, CA

- Work cross-functionally to coordinate the entire new hire on-boarding and off-boarding process
- Maintain HRIS system, including system updates, configuration and employee data changes
- Maintain employee data in all company systems such as company wiki and benefits sites
- Provide ongoing benefits administration (monthly billing reconciliations, submit COBRA requests, manage all Leave of Absence requests, and answer front-line employee requests regarding benefits)
- Support Visa and Immigration process while working closely with the company immigration attorney
- Partner with Accounting to prepare semi-monthly payroll
- Administer compliance requests

**Human Resources Manager**

**June 2017 – November 2019**

*MasterClass*

San Francisco, CA

- Successfully converted independent contractors to regular employees
- Created and wrote Employee Handbook and various additional policies
- Sourced and implemented Human Resources systems: Namely and TalentLMS
- Advise managers on employee relations and organizational policy matters
- Conduct orientation and trainings for all employees
- Manage and establish all employee trainings
- In-depth understanding of Federal, California and San Francisco laws
- Assist managers in recruitment and interviews
- Construct performance management processes
- Managed department budget and administer payroll on a bi-weekly basis

**Human Resources Analyst**

**January 2016 – February 2017**

*California Academy of Sciences*

San Francisco, CA

- Acted as the primary administrator of all Human Resources systems
- Assisted Recruiting team with process improvement and created a new-hire orientation
- Led deployment of various HR practices, processes and services including performance review process
- Performed detailed analysis of HR and Payroll procedures
- Automated on-boarding process with the utilization of DocuSign, E-Verify, and ADP Workforce Now
- Implemented Holiday Benefit program
- Assisted in improving ACA tracking process
- Assisted Executive Leadership Team on company diversity goals
- Managed various reporting and special projects for Executive Team
- Assisted Associate Director and Immigration Counsel on H1B and J1 visa processing
- Provided back-up and assistance for the entire benefit enrollment life cycle

**HR Generalist/Specialist**

**May 2014 – January 2016**

*Ernst & Young (EY)*

San Francisco, CA

- Supported Advisory (across regions), Assurance and Tax (West region) in all People processes
- Assisted with employee relations, and active team member of the performance management team
- In-depth understanding of employment laws in different states
- Facilitated Local Office Orientation for New Hires
- Worked with On-boarding and Transition teams to improve new hire process
- Created Local Office Orientation slide deck to provide more accurate information about the local offices
- Reviewed and edited all new hire welcome emails
- Supported re-organization of the Advisory team
- Processed various transfers, terminations and performance rating transactions
- Collaborated with compensation team with year-end ratings

**EDUCATION**

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**Bachelor of Arts – Psychology**

**August 2015**

*San Francisco State University*

San Francisco, CA