

# REGINA M. BROWN

Regmariebrown@gmail.com | 1 (845)-597-3692 | Tampa, FL 33616

## Summary :

Well-rounded **Human Resources** professional with proven experience in every aspect of the employee lifecycle from headcount creation to termination. Skilled in payroll processing, benefits administration, employee conflict resolution, onboarding and interview scheduling/facilitation. Extensive experience in using data-driven methods to drive change and make an impact.

## Skills :

- HCM & PEO (ADP, PayCor, Paychex, Aspen, Trinet, Workday)
- HRIS systems (Hibob)
- ATS systems (Taleo, Carco, Lever)
- Scheduling (GoodTime, Google Calendar, MS Suite)
- Employee Surveys (CultureAmp, Survey Monkey)
- Data Analysis & Record-keeping
- HR Project Management
- Onboarding, Training & Termination Facilitation

## Experience :

### **Talent Operations Specialist** | Atlassian - Remote, FL | 02/2022 – Current

- Schedule over 2500 initial screens, on-site interviews & debriefs for open roles across Engineering/ Tech, Business and HR sectors of the organization with candidates spanning across US, APAC and EMEA regions.
- Support 7-12 recruiters simultaneously while maintaining great candidate experience
- Create communication templates to send to candidates and internal team members to maintain client and candidate relationships during the interview process.
- Recognized several times for having developed strong relationships with recruiters, colleagues, clients, candidates/applicants and administrative staff.
- Drive DEI initiatives by creating detailed reports on sourcing numbers and sharing insights with TA managers
- Collaborate with the Talent Operations Lead to improve and refine candidate experience processes

### **Human Resources Specialist/People Operations Executive** | Talentful Inc. - Remote, NY | 09/2021 – 02/2022

- Facilitated over 50 New Hire Presentations
- Oversaw bi-weekly payroll processing for over 200 multi-state employees ensuring timeliness & correction of errors.
- Generated offer letters for all prospective candidates
- Created over 100 onboarding plans for all new starters and added new hires to HRIS and HCM systems
- Partnered with the human resources business partner to review and improve PTO policy and overall benefits
- Conducted 40-50 Exit interviews for company leavers and created resignation acknowledgment letters
- Drafted comms for human resources business partner to bring awareness to significant events
- Launched new survey platform for employees to capture feedback and improve company processes and employee experience
- Maintained documentation of disciplinary notices, promotion letters and 3-month review reports
- Maintained knowledge of federal and state compliances, employment law, best practices, and new technologies

### **Recruiting Sourcer and Coordinator (Contract)** | ADP - Remote, NY | 04/2021 – 09/2021

- Conducted 135 - 150 phone screens using established tools & appropriate interviewing techniques to assess eligibility & availability for testing.
- Provided candidate phone screen summaries to hiring managers and recruiters to assess best fit for roles.
- Scheduled 50 or more Interviews per requisition in accordance with candidates' and hiring managers' availabilities.
- Tracked 90+ candidates' onboarding process at one time and provided weekly candidate status reports to recruiters and hiring managers.
- Maintained contact with candidates during onboarding process to offer support and troubleshoot issues.

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- Confirmed new hires in recruiting systems.

## **Human Resources Assistant** | Burruezo & Burruezo Employment Law, PLLC - Orlando, FL. | 10/2019 – 10/2020

- Performed bi-weekly payroll actions for over 50 employees using ADP Payroll Software.
- Partnered with hiring manager and Initiated full-cycle recruiting for 3-5 open roles
- Refined onboarding processes and introduced remote option for onboarding and training facilitation
- Created weekly schedules for all employees
- Kept track of overtime, holiday pay and corrected all time and attendance errors
- Calculated 401k, HSA and Health Insurance deductions for each eligible employee.
- Processed and approved all reimbursement requests.
- Reviewed, organized and maintained employees' I-9's, W-9/W-4 forms and confidentiality contracts to ensure data security
- Improved payroll processes by researching best softwares and conducted new payroll implementation or company.

## **Education and Training :**

Hunter College, City University of New York | New York, NY | 01/2019

**Bachelor of Arts & Sciences:** Psychology Major, Dance Minor (Dean's List Honoree Fall/Spring 2016-2018, Fall 2019)

Dutchess Community College | Poughkeepsie, NY | 01/2015

**Associate of Arts & Sciences:** Liberal Arts (Dean's List Honoree Fall 2015)