

Work Experience**Baylor University**

January 2018 - Present

One Bear Place, Waco, TX 76798

Current Position: Talent Acquisition Coordinator

Starting Position: HR Communications Coordinator

- Accurately promote the position on the HR website based on discussions with the hiring manager
- Review and screen applications and conduct HR phone screens
- Consult the hiring manager and hiring committee about their position and their applicants
- Provide compliance (Title VII, ADA, and ADEA) and interviewing best practices training
- Communicate clearly to the hiring manager about the steps required to complete the interview process
- Communicate clearly to the applicants throughout the interview process
- Create forms that help hiring managers understand the hiring process
- Developed strategies based on sound HR practices and operational objectives.
- Partnered with HR personnel to increase the awareness of HR initiatives across the university.
- Provided recommendations to improve HR processes and programs.
- Facilitated New Employee Orientation.
- Developed a Total Compensation Report for recruitment opportunities.
- Assisted with the creation of an Applicant FAQ.
- Assisted with the planning and marketing of the 2018 Organizational Development Consortium (ODC).
- Assisted with projects and performed other duties as assigned.
- Served as a committee member on the HR Policy Committee.

Baylor College of Medicine (BCM)

September 2014 - September 2017

One Baylor Plaza, Houston, TX 77030

Starting Position: HR Technician

Ending Position: HR Specialist (Promoted January 2016)

- Redeveloped the New Employee Onboarding process. Implementation date: April 2015. Became the main HR contact at implementation.
- Analyzed New Employee Orientation data trends and designed an Evaluation Survey.
- Partnered with Compliance and IT in producing a new Online Training tool for new employee training.
- Redesigned Exiting Employee Survey for employees who voluntarily chose to leave the organization. Implementation date: May 2016. Response rate went from one percent to forty percent.
- Assisted with the transition of physicians from an affiliate group to a new joint venture hosted by BCM.
- Assisted with the completion of the Organization Chart project which focused on the employees' title and managerial level in relation to their contribution to their department as well as to understand the department's mission in relation to the organization's vision.
- Assisted with the redevelopment of the Staff/Faculty Award program to align with the RIITE values.
- Reviewed and updated employee data accurately and timely into SAP.
- Promoted employee morale through Reward and Recognition Programs and Training Courses.
- Assisted in the development of Human Resources business processes.

Education

Texas A&M University, College Station, TX August 2016 – December 2018

- Master of Science Degree in Human Resource Development

Texas A&M University, College Station, TX August 2012 - August 2014

- Bachelor of Science Degree in Human Resource Development
 - Minor: Business Administration
 - Study Abroad: College of EHRD, Bavaria March 2014
 - Experienced the cultures of Austria, Germany, Liechtenstein, and Switzerland.
 - Internship: Baylor College of Medicine, Houston, TX May 2014 - August 2014
 - Examined all levels within HR
 - Designed a Process Improvement and Efficiency Manual for the HR Department
 - Analyzed and developed reports for the recruitment team

Volunteer Initiatives

FBC Woodway – Helping Hands Ministry, Waco, TX

- Volunteer: March 2018 - Present
 - Volunteered on Sunday mornings with children with special needs.

Faithbridge UMC - Student Ministry, Spring, TX

- Bible Study Leader: August 2015 - May 2017
 - Led weekly discussions with a small group of junior high boys
 - Built a mentor-like relationship with the group
- Crew Leader: August 2015 - May 2016
 - Established relationships with junior high students on Sunday mornings
 - Led discussions with a small group of junior high boys on Sunday mornings
 - Led team-building activities at mission trip training meetings