

Samantha Nielsen

Human Resources Manager

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EXPERIENCE

Senior HR Manager

XBYC

05/2015 - Present

- Created and implemented a self-improving employee's training system with well-documented standard operating procedures (SOP) that were later adopted company-wide.
- Doubled the number of new job applicants by organizing and implementing an employer branding program with the help of a positive Glassdoor image, daily LinkedIn updates, monthly media coverage, etc.
- Developed and improved a step-by-step recruiting system with friendly job application forms, practice tests, and questionnaires for filtering 100 new daily resumes to find the top talent.

HR Manager

XBYC

01/2014 - 04/2015

- Successfully headhunted and recruited more than 300 professionals via LinkedIn and alumni databases, ensuring background checks, individual offerings as well as contacting uprising talents.
- Maintained a positive work environment by surprising employees with weekly actions, such as yoga or morning musicians.
- Managed training programs for all new employees, including orientation, disciplinary procedures, safety, etc.

HR Assistant

XBYC

01/2013 - 12/2013

- Organized various occasional and regular events, volunteering actions, and continued training programs which increased retention to 60% within three years.
- Invited at least 10 motivational speakers and industry experts to present lectures and speeches to employees on new industry standards and teaching them how to build confidence and morale in the workplace.
- Developed an employer manual covering training, disciplinary procedures, FSA, STD, PTO, FMLA policies and other information.

SKILLS

Human Resources	Expert
Lever	Expert
Paychex	Advanced
ADP Payroll	Intermediate
LinkedIn	Expert
Word	Expert
Excel	Intermediate
Outlook	Advanced
PowerPoint	Advanced
Photoshop	Intermediate
Keynote	Beginner
Pages	Beginner
Recruiting & Retention Management	Expert

LANGUAGES

English	Fluent
Spanish	Basic

EDUCATION

Psychology
Stanford University
2013
Bachelor of Arts