**[Human Resources Administrative Assistant](https://www.postjobfree.com/resume/ad1axp/human-resources-assistant-manhattan-ny)**

**Location:**Manhattan, NY, 10031

**Posted:**November 20, 2023

**Contact Info:**

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**Resume:**

Talia S. Johnson

3333 Broadway, #B11C, New York, NY 10031

(347) 951-6630

Johnsontalia@yahoo.com

Objective: To obtain a Human Resource position at a company where my skills in

leadership, ADP Workforce Now, and HRIS can be used to meet

organizational goals.

Education: Stony Brook University, Stony Brook, NY

Master of Science in Human Resource Management Class of 2021

New England Institute at Mount Ida College, Newton, MA

Bachelor?s degree in Funeral Home Management Class of 2014

? Pi Sigma Eta ? Funeral Service Honor Society

? Attended Psychology of Grief Seminar

Employment: Riverside Church, New York, NY 2/22- Current

Human Resources Administrative Assistant

? Assisting to implement and lead managers in training for ADP

Workforce Now recruiting

? Achieving success in the HR Department tasks by myself with no

presence of a HR Director (3 months) or HR Generalist (10 months)

? Taking the lead on onsite employee engagement activities including

birthday and anniversary recognition, the Thanksgiving luncheon, and

the annual Holiday Party

? Managing the day-to-day, on-site maintenance of human resources

records, benefits enrollment, applications, and claims records for all

benefit plans with accuracy while addressing issues in a timely fashion

? Assists with maintaining HRIS, including but not limited to ADP

Workforce Now, DocuSign, JazzHR, Box, etc.

? Answers and directs departmental phone calls and HR inbox requests

? Participating in benefits administration including claims resolution,

change reporting, and generating monthly payment authorizations for

over 10 different accounts

? Assists in the recruitment process (excluding managerial levels and

above) including posting, pre-screening potential candidates,

candidate correspondence, scheduling of interviews, reference checks,

generating hire and rejection letters.

? Audited and completed Marketing Census for Benefits enrollment

Starbucks Coffee Company, New York, NY 5/16- 8/21

Store Manager, 1/17

? Provided and managed full life cycle recruiting

? Oversaw HR functions including recruiting, benefits, and training

? Remained updated on current HR policies and procedures to implement within my store

? Set goals for my store, developing organizational capability, and modeling how we work

together as a team

? Develop strategic and operational plans for my store, managing execution, and measuring

results

? Providing partners with coaching, feedback, and developmental opportunities and

building effective teams

Assistant Store Manager, 5/16 -1/17

? Worked closely with Manager in executing store goals

? Contributes to positive team environment by recognizing changes in partner morale and

performance and communicating them to the store manager

? Coached and mentored partners by assessing performance, providing feedback, and

coaching to improve partner performance

Shake Shack, Boston, MA/New York, NY 3/12-5/16

Store Manager, 9/14-5/16

Supervisor, 6/12-9/14

Team Member, 3/12-6/12

? Developed interpersonal skills through interaction with guests

? Cash handling, count inventory, scheduling, oversee equipment and facilit