

Audrey Wright

Talent Acquisition

Philadelphia, PA

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Work Experience

Talent Acquisition Specialist

AmeriHealth Caritas - Philadelphia, PA

December 2017 to November 2018

Contract Position

- Provide a superior new hire experience by providing a high level of customer service
- Screened Candidates and scheduled interviews for Hiring Managers
- Assist new hires to navigate through the electronic onboarding process
 - Ensure the completion and accuracy of all onboarding/new hire forms according to guidelines and regulatory requirements
 - Submits all background checks, communicated with the background vendors regarding pending reports and delays
 - Provides candidates with benefit enrollment information
 - Provides notification once all new hire requirements have been satisfied
 - Maintains all accurate documentation in Taleo and Peoplesoft
 - Identifies potential onboarding issues and concerns, researches, and provides clarification and proposes problem resolution
 - Ensures all deadlines are met

Recruiter

Immaculate Mary Rehabilitation and Healthcare Center - Philadelphia, PA

October 2016 to October 2017

- Managed full cycle recruitment
 - Develop and update job descriptions and specifications
 - Prepare recruitment materials and post jobs to appropriate job boards and newspapers
 - Utilized online resources such as Indeed, Careerbuilder, LinkedIn, and social media to post open positions and source applicants.
 - Schedule visits to outside sources such as schools, job fairs and employment events to recruit applicants for open positions.
 - Conduct interviews using various reliable recruiting and selection methods to filter candidates within schedule

- Ensured all employees met necessary requirements in compliance with employment policies and procedures
- Updated all policies and procedures as required by the department head.
- Conducted all background investigations and clearance checks.
- Performed on-boarding for new hires; uploaded new hire data in the system.
- Completed payroll forms for new hires and submitted to payroll for processing.
- Managed orientation for new-hires.
- Provided support for the benefit selection process and open enrollment to ensure all employee benefit forms were complete and benefits were made active for those who should receive them.
- Completed employment verifications as part of new hire screening process.
- Maintained Nursing license files for all prospective and active employees. Ran verifications when in question.
- Ran monthly turnover reports to assist with developing strategies for employee retention.
- Coordinated the applicant tracking of all new hires and potential candidates via ATS and HRIS software.

Recruitment and Onboarding Specialist

Day and Zimmerman - Philadelphia, PA

May 2015 to August 2016

HR Shared Services

- Ensured new hire orientation was effectively executed for every candidate placed
- Worked with employee inquiry representatives and SSO operational team members to research and resolve data-related issues related to employee records.
- Provided customer support to field office personnel regarding contractor status, reporting requests, and responses to general inquiries.
- Managed new hires Profiles and entered all data accurately in SAP
- Provided coverage as needed for other areas of HR Service Delivery and perform other duties as assigned.
- Performed weekly audits of new hires to assure the compliance is followed within the HR policies and procedures.
 - Conducted weekly I9 Reports and made sure all I9's were completed accurately in Guardian I9 toolkit

Recruiting Assistant: Contract Position

Einstein Human Resources - Philadelphia, PA

August 2014 to May 2015

- Assisted in the full-cycle recruiting of applicants from posting ads to screening responses to scheduling and conducting interviews to maintaining ATS & HRIS databases.
- Prepared new hire packets and assisted with setting up orientation dates.
- Answered all HR calls appropriately screening and routing them to the appropriate HR personnel.
- Performed I9 audits and kept accurate files on active and inactive employees.
- Completed background investigations and cogent application finger print registrations.
- Managed employment verification checks daily; faxed employee verifications within 24-hour turnaround.

Emergency Medicine Department Coordinator

Thomas Jefferson Hospital - Philadelphia, PA
October 2008 to June 2014

- Managed daily retrieval of all lab reports, reviewing for accuracy and positive results.
- Assisted doctors with patient notification of test results as well as medical records.
- Completed all inventory and stock of nursing and physician areas to assure stations were well stocked with materials.
- Performed data entry of incoming patient's information; printed clinical forms and ID bracelets for patients.
- Answered and routed all calls to the appropriate personnel.

Administrative Coordinator

University of Pennsylvania Hospital - Philadelphia, PA
July 2007 to October 2008

- Coordinated payroll of nurses and physicians within the E.R. Department.
- Scheduled physicians and other staff assignments within the E.R. Scheduling System.
- Prepared documents for site visits.
- Coordinated meetings and lectures for students as well as administrators of various departments.
- Scheduled and coordinated lesson plans/ classes for training programs within the Knowledge Link Education System; worked as liaison for EPIC Implementation & Training Process ensuring classes and training were up to date.
- Scheduled patients in the IDX system.

Education Coordinator

Thomas Jefferson University - Philadelphia, PA
February 2001 to June 2007

- Worked as Liaison with the Department of Psychiatry at Jefferson, Belmont, and Einstein Hospital.

- Provided credentialing for providers/ residents/faculty members and assisted with the staff re-appointment process.
- Scheduled and prepared all educational curriculum and teaching materials, travel arrangements, lectures, and schedules for residents as well as clinical rotations.
- Reviewed practitioner applications; coordinated resident interviews and organized application and screening process.
- Handled all incoming calls including message retrieval, confirmation of appointments and new evaluations.
- Handled and filled all prescription requests and renewals.
- Completed background investigations and online verifications.
- Organized and accountable for all inventory/ ordering of supplies for division.
- Oversaw department audit preparation for yearly fiscal site visits.
- Handled registration of new patients, insurance verification, and outpatient charge forms.
- Provided all cash and checks appropriately to Billing Department from new patient area.
- Coordinated exams, including Regional Council Mock Board, Annual Child Prite, Psychiatry and Neurology Exams.
- Provided front desk receptionist coverage and assisted with chart retrieval when necessary.
- Provided clerical assistance for the Bipolar Disorder Center for Pennsylvania.

Education

High School Diploma

Frankford High School - Philadelphia, PA

September 1981 to June 1984

Skills

ADP (Less than 1 year), EBI (1 year), LAWSON (2 years), MS OFFICE (10+ years), HUMAN RESOURCES (4 years), Taleo (2 years), Interview, Human Resource, Talent Acquisition, HR Assistant, Onboarding, Microsoft Office, Outlook, Human Resource Management Systems: Taleo, PeopleSoft , SAP, Lawson, ADP, EBI , E-verify, Guardian I9-Toolkit. Social Media channels: Google, YouTube, Facebook, Indeed, LinkedIn.