

Nicole L. Graziano

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Summary

- Human Resources professional with over 4 years of experience in recruitment, onboarding, performance management, HRIS, employee relations and office administration
- Consistently recognized by executive management and peers for outstanding performance forced-ranking environments
- Demonstrated ability to work independently or with team carrying out projects including HRIS implementation, culling company job titles, and creating Sarbanes Oxley compliant job descriptions
- Skilled in adapting quickly to rapidly changing needs of Human Resources

Skills

- Coaching and mentoring
- Deadline/detail oriented
- Social media/marketing
- Effective liaison
- Computer software including Excel and HRIS
- Creative thinking
- Evaluate, streamline and document procedures
- Time management and organization

Experience

Upcycle LLC

Collingswood, New Jersey

2016 - Present

Certified Instructor

- Coordinate and execute 7 or more classes a week with maximum capacity of 20 students per class
- Motivate and engage customers by staying positive, setting goals, and providing new class formats
- Develop genuine relationships with class participants for the studio by connecting and engaging via social media resulting in the sale of classes

Self Employed

Mount Laurel, NJ

2014 - Present

Photographer

- Launched and operated Nicole Graziano Photography
- Worked closely with clients to determine and execute their needs
- Developed client base and marketing tactics to increase business exposure
- Researched, created, and implemented content related to social media to promote business

Parent Teacher Organization Board Member

- Held three different board positions during this time including Corresponding Secretary, Recording Secretary, and VP of Assemblies and Activities
- Organized events in order to keep students, faculty and families engaged with the elementary school
- Facilitated parent involvement by creating social media content which aided in the communication of activities and related concerns

Household Administrator

- Managed and maintained the household calendar, assisting with the financials, and dealing with all matters pertaining to running a home of 4

Tucker Company Worldwide

Haddonfield, NJ

2018

Administrative Assistant

- Supported Human Resources with recruiting, onboarding and facilitating company employee programs to keep employees informed and engaged
- Maintained company charity incentives which allowed employees to wear jeans to work during the week

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- Contributed to the company's HRIS implementation and data integrity and handled HRIS reports and analytics
- Provided assistance to marketing with the development of social media ads, both in visual design and written content
- Brainstormed and gathered content for the internal and external company newsletters in order to foster company communications

J.Crew

Marlton, NJ

2007 - 2011

Sales Associate

- Assisted managers in identifying and resolving both store and human resources issues

Crum&Forster

Morristown, NJ

2003 - 2006

Human Resources Assistant

- In an organization of over 1,000 employees, managed and assisted in the daily operations of different Human Resources functions nationwide and interacted as a liaison with all levels of the organization through recruiting, performance management, process improvement, benefits, compensation, employee relations, and office administration
- Consolidated company job title inventory that exceeded 540 to 45 job titles
- Led department team in designing an Anti-Harassment Training program, introducing a web-based curriculum for new and current employees
- Key member of the team that administered the company salary review process which was handled on a monthly basis which included coaching and mentoring managers on performance management and salary recommendations
- Implemented a Sarbanes Oxley compliant job description template and updated job descriptions, working alongside of the inhouse Legal Department
- Produced ad hoc reports for metrics, including turnover information, forced ranking statistics, and reduction-in-force analysis
- Acted as a lead in the implementation and maintenance of the company's online applicant tracking system and HRIS
- Handled severance processes including the calculation of benefits, coordination of materials and working with outplacement services

Education

Rider University

Lawrenceville, NJ

Bachelor of Arts Degree, Summa Cum Laude, Honors Program, Political Science

Society for Human Resource Management

Madison, NJ

The Fundamentals of Human Resources Management

Padgett Thompson

Morristown, NJ

Human Resources and the Law

CPR + Mommy/American Heart Association

Collingswood, NJ

CPR + AED Certification