

CHANEL DJIRAKOR
400 Glendale Road, Unit C52, Havertown, PA 19083
[P]: 929-272-7910 [E]: ChanelRasajna@gmail.com

PROFESSIONAL PROFILE:

An award-winning human resource professional with unparalleled success as a human resource generalist in all areas of hiring and recruitment of exempt and non-exempt staff, training and development and troubleshooting (analysis, interpretation, resolution) applying strong analytical, organizational and interpersonal skills. A creative problem-solver who *sees the big picture*, masters the details and achieves immediate and long term operational objectives. Performs a wide range of administrative functions (report preparation, scheduling, bookkeeping, “back office” auditing). Proficient with **Greenhouse, Hireology, Namely, ABS, Expensify, ADP Workforce, Microsoft Office 365, Payroll Administration, LCP Tracker, Google Suite, OSHA, Slack, Asana**. Types **52 words-per-minute with accuracy**. Financed 100% of education employed as a human resource resident assistant working nights, weekends and summers. An excellent mediator, conciliator and negotiator. Recognized for resourcefulness, work ethic, integrity, “people” skills and commitment to excellence in human resources.

EXPERIENCE:

ASSISTANT HUMAN RESOURCE COORDINATOR (Labor Standards), MDG DESIGN & CONSTRUCTION

(recognized as the foremost rehabilitator of occupied housing, gut renovation and new construction), New York, NY 2016 – 2019

- Recruited for a principle role to transform a disorganized labor compliance unit servicing over 200 independent contractors daily into a smooth functioning unit by implementing tight formats, policies and procedures winning rave reviews.
- Assistant to the Vice President of Human Resources and the Vice President of Compliance.
- Assisted the VP of Compliance with upkeep and educating local, state, and federal laws within multiple departments and offices within the company.
- Review and process weekly payroll through ADP Workforce.
- Assisted with managing PTO, benefits, time attendance sheets, exempt and non-exempt documents for employees throughout the company.
- Administered 365 recruiting alongside VP of Human Resources.
- Administered and facilitated on-boarding and training sessions.
- Assisted in the completion of all legal documents including 1-9, background information screening, and e-verify processes during new hire orientations.
- Head of the training and development charged with creating logistics for all training programs.
- Salvages thousands of dollars of potential employment turn-downs by immediately resolving old, unheeded worker concerns – recognized for ability to *listen* and not just *hear* what people say.
- Resolves employee and management grievances, directing disciplinary write-ups, terminations and investigations and adherence to OSHA and Davis Bacon policies and procedures.

HUMAN RESOURCE ASSISTANT, BUFFALO STATE COLLEGE, Buffalo, NY 2015 – 2017

- Conducted annual interview process standards with hundreds of potential new hires by

- assisting with candidate screening and hiring processing.
- Responsible for creating job postings and publishing them through ATS systems.
- Responsible for tracking new applicants through our ATS system and scheduling interviews with them.
- Responsible for creating an interview plan, coordinating with hiring managers, and implementing a hiring plan to ensure a smooth recruiting process.
- Responsible for managing employee files through HRIS systems.
- Collaborated with college career offices to promote on campus job fairs reducing recruitment costs.
- Assisted student life office with freshmen and graduate students in transitioning into a new college environment by creating a safe and supportive environment while empowering them to acquire assertive skills at difficult life crossroads.
- Assist Human Resource manager with all staffing needs and operations.
- Develop and create work schedules for hourly and part time employees.

EXECUTIVE ADMINISTRATIVE ASSISTANT, OFFICE OF GRANT ALLOCATION, BUFFALO STATE COLLEGE Buffalo, NY 2013 – 2015

- Reviewed budget proposals from organizations and departments seeking financial support.
- Evaluated college department RFP's to determine which deserved funding of \$150,000.
- Provide clerical support such as managing emails and calls, greeting visitors, and maintaining office supplies.
- Manage office files including confidential documents and matters with high discretion.
- Create, arrange, and schedule conferences, faculty workshops, department presentations, and meetings.
- Record minutes during office meetings, follow up with agendas, and serve as a liaison between the office and other departments.
- Perform other duties and assists with special projects as assigned.

EDUCATION / HONORS:

M.S., Human Resource Development, Villanova University, Anticipated May 2020

B.S., Business Administration, State University of New York College at Buffalo, 2017

- * SUNY Buffalo State Dean's List
- * Chi Alpha Epsilon National Honors Society
- * Sigma Beta Delta National Business Honors Society