

## ALLISON E. SMITH

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### EDUCATION

RUTGERS UNIVERSITY; CAMDEN, NJ; 2011-2016

Major: Psychology      Minors: Human Resources & Marketing  
Professional Certificate in Human Resources Management

### EXPERIENCE

HR ADMINISTRATOR, FRANK RECRUITMENT GROUP; PHILADELPHIA, PA –

FEB 2017- SEPT 2019

Managed the "HR Helpdesk" inbox as the first point of contact for all employees;  
Met with all Philadelphia management on a monthly basis;  
Assisted in various employee relation issues;  
Created policies that were implemented throughout the USA;  
Managed payroll process for US, working closely with the payroll team in UK;  
Implemented a custom HRIS system globally and a benefits management system in the USA;  
Interviewed, hired, trained & managed HR interns;  
Drafted employment agreements for all new employees & distributed updated agreements to all current employees;  
On-boarded all new employees, as well as, conducted exit interviews and off-boarded all exiting employees;  
Analyzed leaver feedback; Created & analyzed custom reports from HRIS system;  
Conducted Open Enrollment meetings & held weekly onboarding /benefits presentations for all new employees;  
Coordinated with Talent Acquisition, Learning & Development, Payroll, Legal, and other departments on regular basis;  
Worked closely with HR Business Partner, Global Head of HR, Global Head of Legal & Compliance and global HR counterparts on various tasks;  
All while maintaining strict confidentiality.

HR INTERN; JEFFERSON HEALTH; CHERRY HILL, NJ – SEPT-DEC 2016

Spent time within Jefferson Health corporate. hospital & healthcare facilities;  
Worked in compensation, recruiting, benefits, learning & development, and leave departments;  
Assisted with employee recognition programs & event planning;  
Answered employee questions & directed employees to proper action, as well as, various clerical duties;  
Reported directly to the Vice President and Assistant Vice President of Human Resources;  
All while maintaining strict confidentiality.

HADDONFIELD CHILD CARE; HADDONFIELD, NJ – OCT 2011-MARCH 2016

Supervised after school program in Haddonfield school district caring for elementary school aged children;

Managed high school volunteers and trained new employees;

Assisted in planning summer training program;

Answered phones, greeted & answered parent questions & child issues;

General office work including confidential employee and client information.

RELEVANT COURSE WORK

Industrial Psychology; Strategic Human Resources Management; Innovation & Creativity in the Work Place; Organizational Behavior; Career Planning & Management; International Marketing; Marketing Research

EXPERIENTIAL STUDY

DOING BUSINESS IN SOUTH AFRICA; SPRING 2016

Toured and met with South African companies, attended class at University of Pretoria.

PSYCHOLOGY OF EATING; SPRING 2016

Toured and studied the food industry in Rome & Florence.

REFERENCES

Available upon request.