

BRIA GREENE

P: (302) 562-7514 E: bria.greenel5@gmail.com

SKILLS & ABILITIES

Excellent written and verbal communication skills
Creative problem solver
Detail-oriented
Self-starter
Strong time management and organizational skills

WORK EXPERIENCE

- Aug, 2016--
Present **HR Generalist, *Always Best Care Senior Services, Philadelphia, PA***
- Audit monthly unemployment insurance expense report
 - Prepare case notes for unemployment compensation hearings
 - Process employer unemployment compensation questionnaires
 - Lead weekly New Hire Orientation sessions
 - Oversee employee benefits enrollment
 - Draft termination letters and oversee termination of employee(s) in company database system(s)
 - Assist the HR Manager and Customer Service Manager(s) with talent acquisition by conducting interviews and representing the company at city-wide job fairs and hiring events
- Sep, 2015—
July, 2016 **HR Coordinator, *Year Up, Inc., Boston, MA***
- Process employee benefits enrollments
 - Draft offer letters
 - Oversee new employee onboarding
 - Field employee questions and concerns submitted to the HR Help Desk
- Jan, 2014—
Apr, 2014 **Intern—Major Donors and Trusts Team, *WaterAid, London, UK***
- Research the charitable giving habits of high net worth individuals living in the UK and EU
 - Draft donor profiles based on this research, proposing why an individual would or would not be a viable sponsor to solicit for donations to the organization.

EDUCATION

Sep, 2011-May, 2015 Dual B.A. in History and International Relations, Boston, MA, ***Boston University***
