

# Brianna Marano

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## **OBJECTIVE:**

Driven HR professional seeking a well-rounded position that will allow me to grow and expand upon my skills derived from my professional and educational experience.

## **RELEVANT EXPERIENCE:**

**Polysciences, Inc.**  
**HR Generalist**

**October 2017 – Present**  
**Warrington, PA**

- Full-cycle recruitment from entry-level to supervisory positions.
- Create job postings and manage the applicant tracking system using StratEx (HRIS).
- Process payroll for entire company and subsidiaries.
- Lead the onboarding process for all new hires.
- Responsible for filing reports such as Affirmative Action, VETS 4214, and EEO-1.
- Maintain compliance for entire company and its subsidiaries at a federal, state, and local level.
- Conduct exit interviews, analyze data and report findings to upper management.
- Responsible for new hire benefits enrollment, open enrollment, and 401k administration.
- Verify benefit billing accuracy and reconcile invoices for payment.
- Created and implemented companywide drug and alcohol free workplace policy.
- Assist in planning employee engagement activities including holiday party, barbecues, lunch and learns, etc.
- Assisted in implementation of new HRIS system (Paycom).
- Responsible for administration of employee training and certifications.
- Created a multimedia new hire orientation along with HR Manager.

**NMS Labs**  
**Human Resources Intern**

**May 2017 – September 2017**  
**Willow Grove, PA**

- Entered new employee personal and payroll information into ADP Workforce Now (HRIS).
- Processed documentation including the I-9, EIT, and personnel changes.
- Updated applicant flow, employee changes, promotions, and termination spreadsheets to efficiently fulfill the terms of AAP compliance.
- Maintained corporate wide organizational charts for 300+ employees on a monthly basis for both NMS Labs and its subsidiaries (IFS).
- Completed all on-boarding and post on-boarding activities as well as off-boarding.
- Assisted with e-verifications, reference checks, screening resumes, and phone screening using Taleo.

## **EDUCATION:**

**Bloomsburg University of Pennsylvania**

**May 2017**

AACSB Accredited College of Business

Bachelor of Science in Business Administration, Management

Concentration: Human Resources