



QUIANA GRIFFIN

Human Resources Specialist

Immaculata University

2010 - 2015

Associates Degree

Lower Merion High School

2006 - 2010

High School Diploma

WORK EXPERIENCE**Automated Financial Systems HR – HR Specialist**

August 2018 – Present

ADP Proficient. Track time off. Coordinates Yearly performance reviews. Handles FSA, COBRA, FMLA. Takes meeting minutes during HR activity meetings. Schedule meetings/orientations/events. Assists new hire's with onboarding in ADP. Processes employee termination paperwork. Handles employee department transfers/reassignments/supervisor changes.

Inspirica - Administrative Coordinator

January 2016 – April 2018

Maintained executive's appointments, welcomed guests and customers, organized events, data entry, administered SAT/ACT/PSAT

Nutrisystem - Customer Service Team Lead

March 2015 – January 2016

Inbound/outbound calls, expert knowledge of company product, oversee escalated calls, new hire on the floor training, customer service

SKILLS

Human Resources
Office Administration
Event Planning
Microsoft Word
Microsoft Office
FMLA, FSA, COBRA
PowerPoint
Recruitment
Multi-line Phone

Customer Service
Data Entry
ADP Efficient
Microsoft Excel
Pipedrive
Microsoft Outlook
Special Projects
Employee Benefits
Google Docs

