

Michelle Rowland SHRM-CP

Philadelphia, PA
michelle.rowland406@gmail.com | 631.259.1901
www.linkedin.com/in/michellerowland406

Profile

A human resources professional with expert knowledge of talent acquisition and employee management.

Talent Acquisition | HR Policy and Employment Law | Risk Management | Project Management
Microsoft Office | Google Suite | Workday | Oracle | PeopleSoft | ADP

Professional Experience

University of Texas at Austin | Austin, TX

June 2018 – February 2019

Senior Administrative Associate – Accounting and Financial Management

Reported to executive level staff and responsible for overseeing and supervising the administrative and human resources functions for the Accounting and Financial Management department.

- Strategic Planning: Worked within a team to generate operational strategies for a portfolio of over 300 staff managed by the Chief Financial Officer.
- Talent Acquisition: Recruited and interviewed staff for positions in Accounting and Financial Management. Onboarded staff using Workday and E-verify.
- Relationship Management & Leadership: Supervised and managed front desk staff. Tracked and processed payroll and benefits administration.
- Business Operations: Reviewed and coordinated check distribution and month-end reconciliation. Generated deposits, invoices, purchase orders, travel reimbursements, and budgets. Processed W2, 1099, and 1042S tax forms. Performed administrative functions for the Comptroller's Office and Office of the Attorney General. Provided administrative assistance for the Assistant Vice President.

University of Pennsylvania | Philadelphia, PA

July 2016 – May 2018

Development and Operations Coordinator – Museum of Archaeology and Anthropology

Reported to both museum and development senior leadership; assisted in year-round operations. Performed human resources functions for the Chief Operating Officer.

- Talent Acquisition: Responsible for prescreening and scheduling interviews. Managed onboarding and offboarding staff.
- Relationship Management: Chair of Communications Committee, utilized Basecamp and Wufoo to interact with staff. Generated a human resources FAQ to guide staff.
- Project Management: Coordinated scheduling and gallery logistics for the five-year building renovation project using SmartSheet. Primary contact for external constituents and stakeholders regarding construction projects.
- Risk Management: Member of the Mission Continuity Planning team, operated Shadow-Planner to prepare for emergency situations. Conducted exercise drills.

University of Saint Joseph | West Hartford, CT

August 2013 – May 2016

Development Associate – Office of Institutional Advancement

Reported to both the Vice President and Director of Development. Assisted and organized event planning for large events on and off campus. Composed and prepared development communications.

- Technology: Used Blackbaud software to enter and track confidential information.
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Education

- *Bachelor of Arts – Art History and Business Management – University of Saint Joseph – May 2016*

Professional Credentials

- *Society for Human Resource Management Certified Professional (SHRM-CP) – December 2018*
- *Human Resources Management Certificate - University of Texas at Austin – December 2018*
- *Certificate in Administrative Excellence - University of Pennsylvania – February 2017*

Professional Affiliations

- Member – Society for Human Resource Management (SHRM) Philadelphia Chapter
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