

Alexandra Shultis, SHRM-CP

Human Resources Specialist

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High-performing & creative human resources professional adept at developing and sustaining an exceptional employee experience aligned with strategic business objectives and best practices. Enthusiastic problem-solver with outstanding EQ and an adaptable, proactive leadership style. Able to quickly build positive, authentic rapport and effectively collaborate with stakeholders to build a world-class workforce development strategy aligned with strategic goals.

EXPERTISE

Skills:

Talent Acquisition · Engagement & Retention · Benefits & Comp Administration
Employee Onboarding · Employee Relations · Learning & Development
Performance Management · Workforce & Succession Planning · Policy Implementation
People Analytics · Cross-functional Collaboration · Process Design & Improvement

Technology:

· ADP WFN · LinkedIn Sales Navigator
· PerformYard · Reward Gateway ·
Cornerstone LMS · Glassdoor
Microsoft O365 Suite: Teams,
SharePoint, Excel, Power BI, Forms,
Outlook, Word, PowerPoint, etc.

PROFESSIONAL EXPERIENCE

Evolve IP, King of Prussia, PA

Human Resources Specialist

July 2020 – Present

Talent Coordinator, Organizational Development (HR)

July 2018- July 2020

Serves as the first point of contact HR support for a 400+ employee global cloud strategy and telecommunications company undergoing explosive growth. Wears multiple hats in the global HR (formerly Organizational Development) team and was promoted from talent acquisition to HR Specialist after demonstrating wide range of expertise and responsibilities. Specializing in change management with new executive leadership team & M&As, aligning human capital strategy with business objectives, sourcing and recruiting top talent in all functional areas of the business, new hire onboarding, organizational cultural & retention strategy, performance management & leadership coaching, benefits & compensation administration, employee relations, learning & development, policy implementation, corporate social responsibility, and compliance alongside the SVP of Human Resources and executive leadership.

- Partnering with executive leadership to roadmap global human capital & workforce strategy across the organization; rapidly adjusting and adapting strategy due to COVID-19 including remote working & workforce reduction
- Providing HR support for all US employees (internal clients) with benefits, recruitment, payroll, performance management, career pathing, employee relations, and training requests
- Managing talent acquisition lifecycle across all US offices: partnering with hiring managers to determine functional area staffing needs, coordinating all communication & scheduling to guide candidates through the interview process, conducting initial behavioral phone screens for each candidate, tracking all interview activities in the ATS, developing & maintaining recruitment marketing best practices and company branding on various channels, etc.
- Facilitating all new hire orientations and implementing new E-Onboarding process due to newly remote workforce, conducting E I-9 Verification, background checks, drug screenings, etc., and continuously improving employee onboarding experience via employee feedback loop data
- Planning and assisting with annual open enrollment activities; regular benefits & compensation administration
- Maintaining employee records and documentation in the HRIS (ADP WFN) in compliance with federal and local laws; regularly conducting HR audits and assisting in the development and implementation of global policies and procedures
- Partnering with executive leadership and internal stakeholders on global retention strategy and cultural initiatives including: implementing and managing new employee engagement & recognition platform (also serving as an

internal hub), developing and managing internal communication strategy to promote HR initiatives (ex.: core value connection, new hire ambassador program, coaching & mentorship programs, monthly excellence & KPI awards, recognition channels, health & wellness campaigns, operational hackathons, etc.), creating and administering engagement surveys, conducting exit & stay interviews, and utilizing platform reporting capabilities to keep a pulse on engagement

- Championing continuous improvement on employee experience aligned with company strategy and best practices using people analytics, metrics, and data driven decisions
- Created an internal employee knowledge base of all company & professional development information and FAQs in a centrally located and easy to navigate SharePoint library (in addition to the engagement platform central hub), linking topics to related training available in the LMS (leading to an increase in training hours)
- Designed and pushed out quarterly performance reviews; Coaching managers on goal setting and difficult conversations, mediating conflicts, and tracking individual performance and improvement plans
- Managing annual summer internship program, consisting of: intern recruitment, orientation, coaching, tracking time sheets and delegating group projects focused on team building & corporate social responsibility/sustainability initiatives, and maintaining university & community outreach partnerships
- Championing and creating corporate social responsibility initiatives including: diversity & inclusion programs, employee resource groups, volunteer & giving programs, etc.

Indus Capital Partners, New York, NY

2017-2018

HR Assistant

Assisted the Executive Director of HR on a wide range of operational processes for a 100-employee global hedge fund that manages \$6.5 billion AUM and specializes in Asian market trading. Effectively managed all day to day recruitment activities, cultural initiatives, and assisted with other HR initiatives as needed.

- **Recruitment:**
 - Maintained all open requisitions on various job boards, screened applicants for hiring managers, scheduled interviews with candidates directly and through partnered staffing agencies, coordinated interview schedules internally with appropriate hiring departments, and tracked all interview activity in the ATS
 - Communicated detailed interview activity and applicant status reports in daily standups with executive director of HR
 - Managed all intern & apprenticeship recruitment
- **Onboarding:**
 - Facilitated onboarding and offboarding including preparing benefits enrollment, welcome letters, compliance guidelines, 401(k) transition options and COBRA notices for employees
 - Completed onboarding and offboarding checklists for all new hires and terminated employees including scheduling appropriate orientation meetings and ensuring proper security and IT set up
- **Culture and Employee Relations:**
 - Coordinated and scheduled all HR seminars and initiatives including resource group luncheons, respectful workplace training, cross functional “lunch and learns”, and benefits meetings for employees
 - Assisted with ad hoc projects including: planning cultural events, assisting with fund operations, and assisting with financial market research

PROFESSIONAL CERTIFICATIONS

- **SHRM-CP** February 2021
(awaiting on official credentials to be sent)
- **CTRM** in Recruitment Marketing January 2019
Credential ID: 8443qw9jsrpm

EDUCATION

St. John's University, Queens, NY

May 2017

Bachelor of Arts in Psychology

Specialization in Industrial and Organizational Psychology: Minor in Musical Theater

- Board member of the Industrial/Organizational Psychology Society
- Inducted member of Sigma Alpha Pi, Society of Leadership and Success
- Vice-President and cofounder of the St. John's Chapter of Best Buddies International
- Scholarship and Ritual Chairman of Alpha Sigma Alpha

VOLUNTEERING AND ACCOMPLISHMENTS

Volunteer Mentor with Junior Achievement

2018- Present

Once a week during the school year, local high school students participating in the Junior Achievement program are hosted by corporate partners to learn entrepreneurial and real-life business experience by creating and incorporating their own company and selling an original product. Students go to competition where they can potentially win at a national level. Volunteers coach and develop students throughout the program to teach them life professional and interpersonal skills.

Rookie of the Year Award, Evolve IP

2018

Criteria to be eligible to win this annual recognition includes: making a major contribution to more than one functional area of the organization, being regularly recognized by leaders and peers as a "rising star", and representing company culture to the fullest in their first year at Evolve IP