

Naya Campbell

2229 South Bucknell Street, Philadelphia, Pennsylvania
nayac19@yahoo.com
267-992-5513

Career Summary

Top performing HR Supervisor with 2+ years of experience and a proven track record of effectively managing and overseeing the entire implementation cycle. Team player with polished communication skills including presentations and support building with the ability to conduct overall supportive team communications. Out-of-the-box thinker recognized for training and developing staff, optimizing their skills to consistently surpass all individual and team performance goals.

Areas of Expertise

Employee Relations, Recruitment, Payroll & Benefits, Employee Training, Process Improvement, Human Resources Administration, Management Experience, Employee Planning & Budgeting, Time Management, Talent Management, Training & Development, Business Development, Analysis Skills, Regulatory Compliance, Business Ethics, Diversity & Inclusion, Project Management, Conflict Management, Public Speaking

Experience

Human Resources Supervisor

Primark • Philadelphia, Pennsylvania

01/2022 - Present

- Administers Human Resources policies and procedures as they pertain to all employees.
- Oversees, handles and manages employee relation issues in the store to ensure a positive work environment.
- Assists with employee counseling, discipline and grievance handling.
- Consistent exercise of independent judgment and discretion in matters of significance.
- Understand Operating Principles; making them the guidelines for how I do my job.
- Design and post job ads to attract qualified candidates for in-store junior and senior positions.
- Calculate and report on employee turnover rates (monthly, quarterly and annually).
- Onboard and train new hires.
- Track key recruiting metrics like cost-per-hire and source of hire.
- Plan attractive compensation and benefits packages to increase retention.
- Manage payroll considering overtime, flexible schedules and seasonal employment.
- Train team leaders on performance evaluation techniques.
- Use social networks to showcase our company culture and build a strong employer brand.
- Maintain physical and digital employee records.
- Respects and promotes inclusion & diversity.

Human Resources Assistant

Primark • Philadelphia, Pennsylvania

08/2020 - 01/2022

- Assisted with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
 - Assisted with performance management procedures.
 - Coordinated training sessions and seminars.
 - Performed orientations and update records of new staff.
 - Produced and submit reports on general HR activity.
 - Completed termination paperwork and exit interviews.
 - Ensure garment presentation, garment level and visual standards within the department are presented according to Primark's expectations.
-

Education

Business

Temple University • Philadelphia, Pennsylvania

3.7 GPA
