

# Latasha Clark

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## Human Resources Generalist /Office Manager/Administration

*Skillful and dynamic human resources administrative professional with demonstrated capacity to provide comprehensive, timely, and accurate support to employees, managers, and executives.*

### Professional Experience

Universal Companies – Philadelphia, Pennsylvania

#### **Human Resource Generalist, 2016 to Present**

A vital role supporting the HR department by implementing processes and executing day-to-day human resources functions and duties.

- **Compliance Officer-** Ensuring business is being conducted with state laws and regulations that pertain to charter schools operation, in addition to professional standards, best practices and internal standards.
- Manage and facilitate the New Hire Processing (full cycle) - Scheduling candidates, explanation of federal and internal forms, clearance review, contract review and drug testing.
- **Leave Administrator-** Managed all aspects of leave administration, such as FMLA, Leave of Absence and Worker's Compensation
- Responsible for Unemployment claims and hearings. - Point of contact to provide documentation for claims and hearings. Attend unemployment hearings.
- Managed aspects of the recruiting process to include sourcing, posting advertisements, tracking candidates, prescreening, and scheduling qualified candidates.
- Supports leadership with internal investigations( interviews and statements )
- **Audit Liaison** – Conducted internal and external audits( clearance audit, education audits, personnel documents- internal and external)
- Process internal and external EVP (employment verifications) request.
- **Facilities Department Liaison-** Point person for food service and custodial divisions , Conducted employment verification, reference checks, criminal backgrounds, employee relations
- Process terminations, promotions, internal transfers, contractors and new hires.
- Supported leadership with internal investigations( interviews and statements )

Opportunities Industrialization Centers of America – Philadelphia, Pennsylvania

#### **Human Resource Generalist, 2012 to 2015**

Collaborated with the finance department and other departments to ensure compliance of policies, processes, and to resolve HR issues.

- Managed the recruiting process finding candidates, to screening and scheduling interviews.
- Provided excellent support to hiring supervisors' candidates by scheduling, collecting recommendations, completing reference and background checks, and communicating the results.
- Processed employee benefits (medical and supplemental) not related to payroll in a timely and efficient manner.

*Continued...*

- Resolved HR issues with poise and confidence in enforcing human resource policies and employment laws, and by educating staff on the principles behind these policies and laws.

Career & Academic Development Institute – Philadelphia, Pennsylvania

**Scheduling Coordinator/Academic Counseling, 2007 to 2012**

Demonstrated strong communication and leadership skills in overseeing diverse administrative functions, supporting three-hundred plus students annually. Managed student and teacher schedules based on master schedule and course demand. Monitored academic progress and coached students on post-graduated plans. Analyzed progress reports from instructors to determine satisfactory progress toward graduation.

*Selected Contributions:*

- Served as liaison between the school and the School District of Philadelphia and the Office of Alternative Education.
- Offered support to students on SAT registration dates, fee waivers, and applications; assisted students in application preparation for post-secondary education.
- Created individual student rosters based on credit profiles to meet graduation requirements.
- Applied school district rules and guidelines to student records to identify graduate candidates.

**Administrative Coordinator/Office Manager, 2004 to 2007**

Directed day-to-day office operations. Implemented systems and processes to support the school operations. Constructed and maintained program data for billing and reporting purposes.

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## Educational Background

**Masters of Business, Business Administration 2011**

**Graduate Human Resources Management (GHRM) 2012**

University of Phoenix

**Bachelors of Business, Finance 2004**

Temple University, Philadelphia, Pennsylvania