

Austin Jarred, M.S. HRMD

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Summary

As an experienced HR Generalist and aspiring business partner, I pride myself on being a trusted advisor to leaders, managers and employees and have exposure to doing so across industries. I have successfully managed full-employee lifecycle, payroll and benefits administration, and the planning, development and innovation of office procedures and systems. Additionally, I am comfortable in global and union environments, navigating immigration law/policy in order to advise on complex subject matter.

Key skills include:

Compensation & Benefits | Payroll | Employee & Labor Relations
HRIS Management & Reporting | Relationship & Trust Building | Project Management
HR Analytics & Statistical Analysis (SPSS) | Office Suite, GSuite | Website Building

Relevant Experience

Northwell Health, Manhasset, NY

Summer Associate HR Operations, 06/2019-08/2019

- Worked directly with HR Business Partner and Managers at Pediatrics and Otolaryngology sites to support effective management of their talent and performance, including consulting, trainings, and overall support
- Established and fostered strong relationships with key stakeholders throughout the organization
- Led business initiative to optimize pediatrics practices in terms of scheduling, staffing, charge lag, customer satisfaction survey response, employee relations and engagement
- Ensured appropriate management of employee relations cases including manager trainings interviews and investigations
- Consulted with legal counsel when appropriate
- Assessed talent with leadership and advised on succession planning for staffing in the future

Carolina Ballet, Raleigh, NC

Payroll & Benefits Manager (HR Generalist), 08/2015-07/2018

- Served as the first point of contact and expert on company policy
- Led HRIS implementation to streamline benefits and enrollment, hiring, onboarding and ACA reporting
- Managed HRIS in terms of data accuracy, weekly and adhoc reporting and system development
- Ran payroll and benefits administration, onboarding, employee relations and talent acquisition for 125+
- Ensured compliance with local employment law (state, federal) including I-9, FMLA, FLSA, ADA, ACA

New York University, New York, NY

Immigration & Visa Sponsorship Advisor/Career Coach, 08/2018-05/2020

I worked part-time on campus to allow full-time study in my graduate program.

- Trained new hires on standard operating procedures and new database
- Strengthened operations for the NYU Office of Global Services by aligning workflow to adapt to new immigration trends
- Advised international students at all degree levels on immigration and visa sponsorship
- Coached students at all degree levels at the Wasserman Center for Career Development

Education

M.S. – Human Resource Management & Development (2020), **New York University**, New York, NY
Organizational Effectiveness Concentration - Graduated with Distinction (3.95)

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B.F.A. – Dance Performance (2009), **State University of New York, Purchase College**, Purchase, NY

Other Work Experience

Lumina Dance Arts, West Caldwell, NJ

Founder, Director, 01/2012-07/2015

- Founded dance school offering classes for students aged 3+ in ballet, modern, hip-hop, jazz and tap
- Directed all operations including teaching, finance, administration and supervision of volunteers and vendors
- Tripled student enrollment from 14 to 60 through website and marketing campaign design
- Directed, Choreographed and Produced 3 full evening shows with 65 students for audiences of 300+

Art of Motion, Ridgewood, NJ

Office Administrator & Instructor, 06/2009-07/2015

- Led successful grant applications for \$30,000 in federal state and local funding
- Enhanced communications by migrating email service
- Initiated website enhancements and integrated social media to advertising strategy

Awards & Activities

NYU: Academic & Leadership Excellence Award; Fellowship Grant Recipient; SHRM Communications Director
Self-Guided Study: Udemy Data Bootcamp, LinkedIn Learning (Compensation & Benefits, Learning Data Analytics)