Austin Jarred

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**HUMAN RESOURCE GENERALIST / MANAGER**

Performance-driven professional with extensive experience enabling organizational growth through human resource management initiatives, while enhancing the productivity of underperforming areas. Instrumental in developing and implementing organizational guidelines and procedures. Dedicated professional with an ability to identify areas for improvement. Talent for investigating complaints brought forward by employees. Skilled in overseeing human resource information systems and databases and generating reports. Skilled in keeping up to date with the latest HR trends and best practices. Equipped with excellent written and verbal communication skills. A strategic thinker with a talent for building recommendations, as well as planning and executing effective solutions.

***Proven expertise in:***

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| --- | --- |
| * HR Analytics & Statistical Analysis * Strategic Analysis & Planning * Change Management * Continuous Process Improvement * Microsoft Office Suite & GSuite | * Employee & Labor Relations * Payroll/Benefits Management * Leadership & Team Management * Global Mobility (Visa & Immigration) * HRIS Management |

**Education & Credentials**

**MS Degree in Human Resource Management & Development** (2020), Graduated with Distinction (3.95)

New York University – New York, NY

**Award:** NYU - Leadership & Service Excellence Award

**B.F.A. in Dance Performance** (2009)

State University of New York, Purchase College, Purchase, NY

**RELEVANT Experience**

Northwell Health – Manhasset, NY

**Summer Associate HR Operations,** 2019

*Facilitated the effective handling of talent and performance, including consulting, training, and overall support by working in close collaboration with HRBP and site managers for Pediatrics and Otolaryngology service line.*

Actively contributed to manger training for Leave of Absence, FMLA, Sexual Harassment, and Workplace Conduct for improving personal knowledge and skills. Assessed talent with leadership and advised on succession planning for staffing in the future. Cultivated and fostered productive and long-lasting relations with major stakeholders throughout the company by using strong interpersonal and excellent communication skills.

***Key Contributions:***

* Effectively handled employee relations cases, such as manager training, interviews and investigations while consulting legal counsel for determining and resolving potential legal matters on time
* Received recognition for enhancing four Pediatrics practice offices by examining metrics, staffing, schedules, job descriptions, interviewing practice managers, and recommending suggestions to service line leadership

Boosted employee engagement by carrying out analysis on business units with repeat Employee Relations complaints and identified trends in the language of the complaints to diagnose key problems.

New York University – New York, NY

**Student – Human Resource Management & Development,** 2018 to 2020

*Successfully learned new and advanced business strategies and ethics for attaining a competitive advantage in the fast-changing global marketplace.*

Strategically conducted in-depth HR analytics case studies for identifying bias within the company and determining the requirements to introduce diversity and inclusion initiatives. Collaborated with leading scholar-practitioners in human capital management to enhance skillset. Effectively determined the efficacy of training interventions and tested the validity of survey questions for employee engagement surveys. Prepared and presented exceptional consultative proposals of advanced solutions to practitioners in the finance and healthcare industries.

***Key Contributions:***

* *Managing Complex Change Initiatives –* Developed a proposal for a cultural shift initiative including a change model and implementation plan/timeline for a finance client to improve the company’s workplace culture
* Improved expertise regarding data-driven metrics and managerial decision making
* Facilitated the arrival of thousands of international students at all degree levels by advising on immigration and visa sponsorship and reviewing/processing visa applications and financial documentation

Carolina Ballet – Raleigh, NC

**Accounting & Benefits Manager - HR Generalist,** 2015 to 2018

*Managed all HR functions for 125+ employees (hourly and salaried) to develop diverse, high performing, engaged teams and facilitated process and performance improvement.*

Established job descriptions/postings in line with cross-departmental needs, while supporting hiring managers during recruitment workflows. Administered E-Verify, benefits counseling, and enrollment process to streamline operations. Implemented best practices and discovered the reason for leaving by performing exit interviews, while ensuring that organizational property reverted. Prepared vigorous health insurance and life insurance plan offerings by overseeing employee priorities and organizational budget, while collaborating with benefits brokers.

***Key Contributions:***

* Recognized for ensuring smooth flow benefits enrollment, hiring, onboarding, and ACA reporting operations by conceptualizing and directing the implementation of the HRIS.
* Managed payroll, garnishments, per diems, spot bonuses, and payroll taxes on a weekly and biweekly basis with a keen focus on cost control and employee retention.
* Explored multiple job platforms, trade publications, professional contacts, and industrial resources to identify first-rate candidates for desired jobs.
* Filed taxes with state/federal government and drove/distributed annual W-2s and 1099s.
* Sustained confidentiality by providing advice on disciplinary matters and ensured adherence to state/federal employment laws, such as I-9, FMLA, FLSA, ADA, and ACA.
* Optimized overall efficiency by analyzing team development needs, delivering effective recommendations, and supporting the execution of solutions.

**Additional Experience**

**Immigration & Visa Sponsorship Advisor/Career Coach** (2018 to 2020) • New York University – New York, NY

**Founder | Director** (2012 to 2015) • Lumina Dance Arts – West Caldwell, NJ

**Office Administrator at Instructor** (2009 to 2015) • Art of Motion – Ridgewood, NJ