

PROFESSIONAL SUMMARY

Dedicated HR Generalist with over 8 years of experience in nonprofit HR management, focusing on employee engagement, compliance, and volunteer coordination. Proven track record in recruiting, payroll management, and grant compliance, alongside a strong commitment to diversity, equity, and inclusion (DEI) initiatives.

EDUCATION

2014 - 2017

Bachelor of Arts in Sociology

University of Illinois at Chicago / United States

Certifications

- **Nonprofit Management Certificate** – University of Notre Dame, October 2022
- **Certified Payroll Specialist (CPS)** – American Payroll Association, March 2021
- **SHRM-CP (Society for Human Resource Management – Certified Professional)** – SHRM, January 2020

SKILLS

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|---|--------|
| • Employee relations and conflict management | Expert |
| • Payroll processing and benefits administration | Expert |
| • Nonprofit grant compliance and reporting | Expert |
| • Volunteer recruitment and engagement | Expert |
| • Diversity, Equity, and Inclusion (DEI) strategies | Expert |
| • HRIS systems (Workday, BambooHR) | Expert |
| • Strong communication and interpersonal skills | Expert |
| • Training and development | Expert |

EXPERIENCE

2020 - Now

HR Generalist

American Red Cross / United States, Chicago, IL

- Spearhead recruitment for 50+ positions annually, ensuring alignment with the organization's mission.
- Oversee payroll processing and benefits administration for 150 employees, ensuring timely and accurate disbursements.
- Maintain compliance with state and federal labor laws, including FLSA, EEO, and OSHA regulations, through regular audits and updates.
- Develop and implement employee training programs on a variety of topics, including conflict resolution, diversity, equity, and inclusion (DEI).

2017 - 2020

HR Coordinator

Feeding America / United States, Chicago, IL

- Managed recruitment processes for open positions, including job description creation, posting, candidate screening, and interview coordination.
- Led volunteer onboarding, performing background checks, facilitating orientation sessions, and ensuring volunteer compliance with safety protocols.
- Maintained accurate and up-to-date employee records, ensuring all files were in compliance with grant reporting requirements and nonprofit regulations.

VOLUNTEER WORK

2015 - Now

Volunteer Coordinator

Habitat for Humanity, Chicago, IL

- Recruit, train, and manage volunteers for large-scale community home-building projects, ensuring that each volunteer is properly onboarded and briefed on safety guidelines.
- Organize events and drives to raise funds and gather resources for construction projects, successfully increasing volunteer participation by 30% over the past two years.