**Taelorian Ausbie**

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**OBJECTIVE**

To contribute to the organization's success by supporting HR functions and creating a positive and productive work environment for employees.

**EDUCATION**

Bachelor of Business Administration in Marketing, Minor in Human Resources

*University of Houston-Downtown, College of Business, Houston Texas*   *July 2023(GPA 3.5)*

**EXPERIENCE**

*Human Resources Associate*

RTS, Woodlands, Texas August 2023- January 2024

Payroll

* Calculating and processing employee salaries, wages, bonuses, and other compensation for over 200+ employees.

Onboarding & Offboarding

* Assist new employees with completing necessary employment forms, such as I-9, W-4, and direct deposit information and ensure all required documents are collected and filed.
* Managing the termination process, including exit interviews and conducting exit interviews to gather feedback.

Employee Relations

* Handling employee inquiries, concerns, and conflicts.
* Conducting investigations and resolving workplace issues.

Recruiting

* Collaborating with managers to understand staffing needs, job requirements, and timelines for filling open positions and utilizing various channels such as job boards, social media, networking events, and employee referrals to attract qualified candidates.
* Reviewing resumes and applications to assess candidates' qualifications and fit for the job and Interviewing candidates to evaluate their skills, experience, and cultural fit with the organization.

*Human Resources Rotational Intern*

SABIC, Houston, Texas September 2022- July 2023

Onboarding

* Oversee and facilitates the onboarding orientation twice monthly for newcomers entering the organization.
* Where necessary, work in partnership on projects to aid continuous improvement and implement improvement processes.

Benefits

* Conducting benefits orientation sessions and communicating with employees about their benefits package, including any updates or changes.
* Assisting in the implementation and coordination of employee wellness programs and initiatives.

HR Ops

* Identifying opportunities to streamline HR processes, enhance efficiency, and reduce administrative burden.

Educational Programs

* Coordinating the activities of 8-10 scholarship selected students, which involves training sessions, informational learning, and engagement activities.

*Human Resources Intern*

Schlumberger, Sugarland Texas June 2022- September 2022

Onboarding

* Welcome new employees to the organization, communicate important policy and cultural information, and introduce employees to their new place of work.
* Assess the overall employee experience within the organization and identify opportunities to improve retention and engagement.

HR Generalist

* involved in handling visas and relocation for employees, especially in the context of international assignments, take on important responsibilities to ensure a smooth and compliant process.

**Skills & Systems**
SAP, ADP Workday, Paylocity, ATS, KPI’s, Microsoft, Excel, PowerPoint, Word, Outlook, Adobe.

**Certifications**

Social Media Marketing Certification. May 2023

Google Analytics for Beginners Certification June 2023