

**LEJLA SEHIC**  
**Santa Clara, CA**  
**408-396-2420**

**Summary**

- Certified HR professional with diverse experience in HR operations, HR project coordination, employee onboarding and offboarding and employee/contract relations.
- A proactive, innovative and results oriented HR professional who has led key programs across industry leading companies.
- Experience in end to end HR Operations including payroll, benefits administration, legal compliance, compensation, learning and development and recruiting.
- Team player who is passionate about delivering high quality business outcomes while using project management, communication and analytical skills, to deliver measurable results.
- Technology proficiency includes experience with JIRA, ADP, Workday, Jobvite, First Advantage, Microsoft Office (including Excel and PowerPoint, EchoSign, Google docs and DocuSign.)

**PROFESSIONAL EXPERIENCE**

**Aditi Consulting, San Jose, CA**  
**Employment Relations Specialist/ Talent Executive**

**San Jose, CA**  
**September 2019 - December 2019**

- ✓ Accountable for Aditi's West Coast consultancy (>250) that supported over 30 clients and supported them in retaining contractors and accumulating more projects from clients.
- ✓ Led a engagement process between Aditi employment relations specialists, Aditi consultants and clients to increase customer satisfaction overall. This included recurring onsite client visits as well as weekly reports that were published to ensure robust feedback loop to drive continuous improvements on critical programs.
- ✓ Drove ongoing performance reviews and talent development discussions with Aditi consultants which resulted in less unwanted attrition rate within the team. Provided direct feedback on quality of delivery and opportunities for improvement while receiving insights into career aspirations.
- ✓ Selected by management to lead multiple projects to increase diversity and morale within the organization that resulted in employee satisfaction of over 90%.
- ✓ Increased speed and quality of consultant expense reporting by analyzing the existing workflow, identifying improvements and rolling out a refined process with standard tools and processes that increased quality and reduced rework by collecting and analyzing survey data.

**FACEBOOK**  
**Implementation & Optimization Specialist (Consultant)**

**Menlo Park, CA**  
**November 2017-July 2019 (March 2019- July 2019)**

- Managed learning and development technology and process driven projects from inception to completion and provided a strategic perspective
- Translated project requirements into learning needs for internal employees
- Helped the learning and development team understand all company's learning needs and assisted leadership with training program content formulation by providing budget for such projects and efficient of all learning needs.
- Saved Facebook time and money auditing vendor contracts that were expired and showing the team which vendors were no longer active but still being paid in addition to which coaches could maximize their time with more than one project.
- Organized and facilitated L&D events like the women's leadership annual event at FB that was held in New York.
- Leveraged Facebook tools like Quip and Workday to manage projects like campaigning our training programs.
- Drafted and executed vendor management contracts for L&D to ensure we were in compliance with legal.
- Created a FB memo for vendors that assisted them in learning Facebook culture, logistics, and tools to ensure they have a smooth onboarding and offboarding experience.

**Legal Operations Specialist**

**(November 2017-March 2019)**

- Served as point of contact for cross-functional partners like employment relation partners, people ops partners, payroll, immigration and benefits to understand business needs and measuring metrics.
- Provided end-to-end support for critical and time sensitive requests like processing severance agreements, personnel file requests, and post-employment questions to meet SLA's.
- Helped company improve the use of Workday functionality by providing detailed reports on its use for off-boarding and severance compensation.
- Contributed to overall Workday process improvements by permitting employees access to process final documents via Workday.
- Analyzed project budgets and forecast by completing employee off boarding tasks and finding what processes can be streamlined to save time and effort.
- Provided sufficient date and documentation pertaining to legal cases by organizing and managing data on a safe platform.

- Facilitated voluntary exits to ensure a smooth employee experience with diligence and integrity.
- Developed and implemented processes to streamline like exit meetings which were in person to a virtual platform which saved time and money in the meetings and limited communication breakdown.
- Provided efficient logistic support like providing final checks, final expense reimbursements, Cobra processing and oversaw returning company assets.
- Processed Workday reports, filed performance improvement plans and written warnings for data keeping.

## **GOOGLE**

**Sunnyvale, CA**

### **Executive Development & Learning Programs Training Coordinator (Consultant)**

**January 2017- June 2017**

- Responsible for spearheading training programs logistics and operations.
- Communicated effectively about assigned programs by building and maintaining specific curricula knowledge.
- Collaborated, analyzed and improved training programs by facilitating surveys conducted by participants, Project Managers and Directors.
- Trained all of new hires on Streamline, GUTS, Glearn and ways to be successful in the role.
- Served as Onsite and point of contact for Nooglers (Google new hires) and facilitated new hires transfe into their new role smoothly with a frequency of over 60 new hires.

## **VMWARE**

**Palo Alto, CA**

### **HR Project Coordinator (Consultant)**

**February 2016 – May 2016**

- Managed the calendar for the VP of Benefits, HRIS and Compensation and served as her main delegate.
- Organized team events like potlucks, volunteering & health fairs during open enrollment to get employees to participate.
- Updated project plans and kept track of the travel budget for leadership to make the company complied.
- Coordinated and scheduled meetings for the compensation team to discuss their monthly goals.

## **TWITTER, INC**

**San Francisco, CA**

### **HR Operations Coordinator (Consultant)**

**September 2015 – January 2016**

- Administrated pre-hire documentation which included I-9 verification, background checks, completed revivifications for current employees and made I-9 audits as appropriate for over 20 new hires per week.
- Supported new hire in onboarding and offboarding which included drafting offer letters, transfer letters, promo letters, exit letters, open enrollment inquiries, and managed various inquiries for previous employees of the company to ensure proper documentation is met under legal requirements.
- Resolved HR JIRA tickets for personnel, managed the main HR landline for employee verifications, made workday resources audits against source documents to meet SLA's and measured metrics for future process improvements.
- Collaborated with payroll in collecting and sending paychecks to employees while escalating any payroll matters as necessary.
- Tools I routinely worked in included JIRA, ADP, Workday, Jobvite, first advantage, Microsoft office, EchoSign, Google docs and DocuSign.
- Completed a huge I-9 audit, which included a staff of internal personnel of 200+ active employees for I-9 incompleteness and expired documents to comply with federal regulations and ensure identity for employment authorization.

## **EDUCATION & CERTIFICATION**

**MBA Candidate in Human Resources - Expected Completion**, May 2021

Notre Dame De Namur University, Belmont, CA

**Bachelor of Arts in Psychology**, May 2014.

San Francisco State University, San Francisco, CA

**Certificate in Human Resource Management**, February 2015

Notre Dame De Namur University, Belmont, CA