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| Profile Nicole Persa  Human Resource Business Partner Contact PHONE:  484-358-2191  EMAIL:  nicolepersa@ymail.com Hobbies Hiking, Spending time with family, friends, & my two puppies Zoey and Zeke |  | EDUCATIONBloomsburg University 2014 - 2018  Management and International Business WORK EXPERIENCENestle Waters Human Resource Business Partner - *Campus Human Resource HRBP ALP & NPL* September 2019–Present   * Implements new hire orientation & employee recognition/engagement programs * Performs routine tasks required to administer and execute human resource programs including but not limited to compensation; benefits and leaves; disciplinary matters; disputes and investigations; performance and talent management; productivity; recognition and morale; occupational health and safety; and training & development * Coordinates the job posting application process, recruiting efforts, applicant tracking, phone interviews and target selection interviewing and scheduling. * Oversees campus training matrix; coordinates campus training facilitation and preparation * Handles leave of absence forms and track voluntary layoffs, FMLA, Military leave, etc. * Ensures compliance with all company, state and federal guidelines * Manage the performance review process * Involved in annual Regulatory Compliance and internal audits * Supports the Annual Benefit Enrollment Process * Process and manage unemployment claims and represent organization at unemployment hearings * Provides support and assistance on site for HR related initiatives * Responsible for managing COVID-19 factory program and contact tracing for local facility  Target Executive Management - *Human Resource Manager* June 2017–September 2019   * Collaborate with leaders to build teams that are committed to continuous learning through ongoing observations and reinforcement of guest-centric and sales behaviors * Advance the leadership team's capabilities in developing teams based on career aspirations, individual skills and experiences and provide growth opportunities to retain the talent * Take an active role in the development of leaders be champions of a guest-centric culture * Develop the store scheduling strategy to grow the business and support leaders to create schedules aligned to their traffic and business peak * Developed a team of HR Experts who serve the total store team by solving problems, removing roadblocks and engaging each team member in a way that connects them to Target’s purpose * Effectively plan and manage all team operational programs related to culture, pay and rewards and benefits to maximize team member engagement and minimize business disruption * Develop and coach Team Leaders to elevate the skills and expertise of the team * Establish a culture of accountability through clear expectations and performance management * Anticipate staffing needs, talent plan and recruit – both long and short term * Always demonstrate a culture of ethical conduct, safety and compliance * Modeled and drove sales and a service culture while delivering exceptional guest experience. * Helped deliver and maintain brand standards daily * Involved in assessing talent, developing the team and recognizing good performance. * Effectively played a role in leading the team throughout modernization changes and understanding the reasons why. * Consistently demonstrated the ability to collaborate and work cohesively with the team. * Leading group huddle and encouraging electronic department to bring new trending products to huddle to educate other team members.  Greek Life Office of Bloomsburg University - *President/Office Assistant* May 2016–May 2018   * Elected two terms to be President of Greek Life at Bloomsburg University by peers. * Offer guidance, leadership, and planning for thousands of women throughout the Greek community. * Plan and organize all Greek life events. * Ensure that all organizations follow the national policy of their respective chapters.   **President’s Office of Bloomsburg University** - *Student Office Assistant*  January 2015–August 2016   * Assistant to the President of Bloomsburg University providing phone coverage, scheduling, event planning and the handling of confidential information. * Attention to detail was paramount to ensure accurate completion of multiple tasks with strict deadlines  **SKILLS** SAP, Microsoft Word, Excel, PowerPoint, Kronos, Sedgwick, EAF Systems, Workday, payroll, project management, psychology, Interpersonal, leadership, communication, collaborations, Organizational, Business management, Training and Development |
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