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| ProfileNicole PersaHuman Resource Business PartnerContactPHONE:484-358-2191EMAIL:nicolepersa@ymail.comHobbiesHiking, Spending time with family, friends, & my two puppies Zoey and Zeke  |  | EDUCATIONBloomsburg University2014 - 2018Management 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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