



SHARLESE  
DEVONNE  
HASAN

EXPERIENCE

**Brazos Valley Community Action Agency, Inc. dba HealthPoint**  
College Station, TX

*Human Resources Specialist* Apr. 2014 to Present

- Proficient in all aspects of Human Resource including benefit enrollments (life, health, dental, disability), voluntary benefits, employment/recruitment, environmental health and safety, and documentation of employee disciplinary actions.
- Qualified in maintaining 250+ employee personnel records through data entry, manual filing, and scanning documents into HRIS system.
- Efficient in FMLA requests, Recruitment, Onboarding Processes, and New Employee Orientation.
- Directly support and assist the Chief HR Officer with benefit programs such as worker’s compensation cases, annual audits, unemployment and open enrollment periods.
- Coordinate daily work responsibilities and balance priorities between HR recruiter and HR generalist roles.
- Accomplish clerical duties associated with filing, copying, scanning, data entry, telephone, and customer service.



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HOME ADDRESS

Bryan, TX 77807

OBJECTIVE

Seeking a full-time position as a successful Human Resources Generalist professional. Desire to learn about Employee Relations and Compliance in HR.

**H-E-B, Inc.**

Bryan, TX

Overnight Stocker Mar. 2014 – Apr. 2014

- Executed operations of department to meet business objectives and maintain adequate product inventory levels.
- Maintained department cleanliness and organization including storage rooms and shelves.
- Stocked and refilled shelves and displays.

SUMMARY OF QUALIFICATIONS

- Self-motivated human resources professional who is quick to learn.
- Talent for training, development, recruitment and onboarding processes.

**Walmart, Inc.**

Bryan, TX

*Sales Associate* Jan. 2014 – Mar. 2014



- Strong understanding of general HR functions such as EEOC laws, benefits, FMLA, worker's compensation, and disability claims.
- Initiate projects related to performance management, applicant selection and tracking.

## SKILLS

- Computer
  - Microsoft Office Programs (Word, Excel, PowerPoint, Outlook, Teams)
  - ADP Workforce Now
  - Adobe Acrobat X Standard
- Time management
- Self-motivator
- Organization
- Leadership
- Effective Communication

- Replenished stock from the backroom, monitored expiration dates, and organized displays.
- Directed customers to merchandise and increased company sales.

## Texas A&M University Athletics Department Business Office

College Station, TX

Aug. 2013 – Dec. 2013

### HR Internship

- Created professional documents using Microsoft Word and Excel.
- Maintained Human Resource duties, such as, payroll database management.
- Collaborated with business office staff on numerous projects.

## EDUCATION

### Capella University

Minneapolis, MN

M.S. in Human Resource Management

Sep. 2021

Graduation with Distinction

### Texas A&M University

College Station, TX

B.S. in Human Resource Development

Dec. 2013

Minor in Business Administration

## VOLUNTEER EXPERIENCE OR LEADERSHIP

## REFERENCES

References available upon request.

### Society for Human Resource Management (SHRM)

Member

Aug. 2011 – Present

- Enhanced professional development and stimulated interest in the ever-changing HR field
- Gained extensive leadership opportunities by joining the society, acquired excellent HR knowledge, and expanded HR professional networks