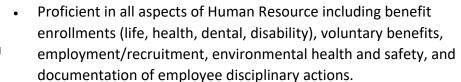
SHARLESE DEVONNE HASAN

EXPERIENCE

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

Human Resources Specialist

Apr. 2014 to Present



- 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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469-909-8316 - CELL



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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.

SUMMARY OF QUALIFICATIONS

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

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.

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)
 - ADPWorkforceNow
 - AdobeAcrobat XStandard
- 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