

Haley Rose Thompson

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Professional Experience

HR Coordinator

Belcan

Lansdowne, VA

May 2020 - May 2021

- Assisted up to 300 government contractors through all stages of the employee life cycle; including sending offer letters to selected candidates, setting up new hires in HRIS & Payroll systems, handling new hire orientation, assisting with benefit elections & Open Enrollment, and offboarding processes
- Ensured compliance with E-Verify by ensuring all new hires were entered timely. Ran audit when first brought on and discovered missed employees. Partnered with other members of HR team to bring company up to compliance
- Assisted with launch of annual performance reviews and annual merit in HRIS for employees
- Managed general HR email inbox for employees and was responsible for timely responding to all employee inquiries regarding questions on all HR topics including policies, benefits, and payroll
- Partnered, when necessary, with other members of support team such as benefits department and payroll department to ensure any concerns brought up were properly handled

Administrative Assistant

Belcan

Lansdowne, VA

September 2019 - May 2020

- Assisted HR with managing employee records for active and terminated employees
- Entered expense reports for Management in Unanet
- Scheduled Investigators to come in and review employee records
- Coordinated with recruiting to create and send out offer letters to candidates and promotion letters to current employees

Admissions Office Assistant

Rosemont College

Bryn Mawr, PA

May 2019 - August 2019

- Assisted the Admissions staff with communicating to students
- Filed applications and assembled acceptance packets for perspective students
- Processed new prospective students into the colleges Salesforce system

Skills

- Soft Skills: Leadership, Communication, Customer Service, Public Speaking
- Technical Skills: Unanet, ADP, JDE, HR Connect, Microsoft Office

Education

Rosemont College

Bryn Mawr, PA

Graduated May 2019

- Bachelor of Science Degree in Clinical Sociology
- Minor in Ethics and Leadership and Theology and Religious Studies
- Cumulative GPA: 3.89

Academic Honors

- Dean's List Fall 2015 - Spring 2019
- Magna Cum Laude
- Kistler Honor Society
- Delta Epsilon Sigma National Honor Society