

AYESHA YOUSUF

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PROFESSIONAL SUMMARY

Results-oriented HR professional with a strong background in employee data management and HRIS systems. Proven track record in processing employee data changes, ensuring accuracy and timeliness while adhering to labor laws. Experienced in providing user support and conducting data audits to maintain data integrity. Skilled in working with HRIS systems applications, including Workday, Jobvite, Lever, MS Office, and Rosemark. Also skilled with LinkedIn Recruiting and Indeed Management. Committed to delivering excellent service to team members and leaders, with a focus on maintaining integrity, confidentiality, and problem-solving skills. A bachelor's degree in human resource management coupled with hands-on experience in the engineering field. Ready to leverage expertise to optimize data management processes and support organizational growth.

WORK EXPERIENCE

Qcells USA Corp

Recruiting Project Manager

Irvine, CA

June 2023 – Present

- Develop and execute comprehensive recruitment project plans, including creation of Standard Operating Procedures, creating strategies, and onboarding procedures.
- Partner with TA managers and Onboarding team for a seamless onboarding candidate experience.
- Utilize innovative strategies to identify flaws within systems and streamline processes within the company
- Initiated the conception and execution of the successful career fair campaign which included traveling to various Universities around USA as a brand ambassador.
- Engaged Early Career Talent through networking, social media, and other channels.
- Conduct thorough candidate evaluations, including resume screening, and phone interviews, to assess qualifications and fit.
- Coordinate and schedule interviews, manage candidate communication, and provide regular updates to appropriate parties throughout the recruitment process.
- Maintain accurate and up-to-date candidate records in the applicant tracking system (ATS) as well as streamlined many Excel workbooks throughout various teams in the company.
- Analyze metrics and performance indicators to identify opportunities for process improvements and training TA Managers and Business partners to set standard procedures.
- Serve as a brand ambassador for Qcells, promoting our employer value proposition and enhancing our reputation as an employer of choice.

Covanta Energy

Talent Acquisition Coordinator

Morristown, NJ

March 2022 – May 2023

- Implemented innovative sourcing strategies and streamlined recruiting methods to significantly enhance the efficiency and effectiveness of talent acquisition efforts.
- Developed and executed comprehensive university recruiting programs, including Corporate Internship and Early Career Development Engineering programs, resulting in a substantial increase in the quality and diversity of candidate pipelines.
- Collaborated with executive teams to track and present progress on diversity and engineering recruiting initiatives, showcasing measurable improvements and successful outcomes.
- Leveraged strong analytical skills to identify areas for improvement and implemented targeted strategies to attract top-tier talent while optimizing time-to-fill metrics.
- Utilized applicant tracking systems and sponsored posts to track and manage candidate flow, ensuring seamless coordination and timely follow-up.

Gold Ink Studio | Gold Ink Studio Co

Daily Operations Manager

East Brunswick, NJ

March 2015 - Present

- Recruits, interviews, and facilitates the hiring of qualified artists for open freelancing roles
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Plan, direct, supervise, and coordinate work activities of staff relating to employment, compensation, labor relations, and employee relations.
- Devised strategies to equip team members with appropriate resources to promote efficiency and growth with prospective clients.

EDUCATION

Rutgers, The State University of New Jersey

New Brunswick, NJ

- Bachelor of Arts in Human Resource Management & Psychology

SKILLS & INTERESTS

Skills: Workday | JobVite | Lever | Data Entry | Microsoft Office | Research Ability | Attention to Detail | Event Coordination

Languages: Hindi, Urdu, Arabic, French, and conversational proficiency in Memon

Licenses / Certification: Aggressive Behavior Management Training