

RASSAAN ALAM

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PROFESSIONAL EXPERIENCE

Triple A Marketing Agency

Oct. 2023 – Current

HR and Talent Acquisition

- Serve as the primary HR contact for day-to-day employee relations, addressing queries on HR policies and procedures, ensuring a high level of employee engagement and satisfaction.
- Developed and managed onboarding processes, ensuring all new hire paperwork is completed accurately and timely, resulting in a streamlined employee onboarding experience.
- Supported payroll operations to ensure accurate and timely payments, reducing payroll discrepancies by 15% with Payoneer and EasyPay solutions.

Texas Instruments

July 2022 – Oct. 2023

HR and Talent Acquisition

- Managed day-to-day HR operations, including employee relations, new hire onboarding, and compliance with HR policies and employment laws.
- Administered payroll for over **200+ IT interns and new college graduates** in Software engineering and IT roles during offer extension, ensuring timely and accurate processing of salary payments, benefits, and deductions.
- Conducted background checks and maintained employee compliance with required documentation, reducing onboarding delays by 20%.

Sonos

Apr. 2021 – July 2022

Data Analyst

- Assisted the HR team in managing high-volume technical recruitment for software development and engineering roles.
- Leveraged ATS systems to track and manage candidates throughout the recruitment process, ensuring compliance with internal standards and legal requirements.
- Participated in recruitment marketing strategies to attract high-quality candidates.

Alpha Lambda Mu, National Fraternity

Jan. 2019 – Apr. 2021

Director of Recruitment

- Led the recruitment and onboarding process for new 100+ chapter members, overseeing HR documentation, compliance, and background checks for over 500 new recruits.
- Managed member records and HR files, ensuring accuracy and timely updates.

HelpHero (Stockholm, Sweden)

Apr. 2019 – July 2019

Data Analytics Intern

- Utilized Tableau and Power BI to create and analyze over **15 different data visualizations** for senior leaders.
- Developed connections to existing database servers, mainly MySQL and Google Analytics.

SKILLS

HR Operations: Onboarding, payroll, employee relations, Compliance, Data accuracy, File management

HR Software & Tools: Microsoft Office (Word, Excel, PowerPoint)

Communication & Interpersonal Skills: Written and verbal communication, cross-department collaboration, Social media recruiting, email marketing, Oracle Taleo ATS, LinkedIn

Compliance: Employment law basics, background checks, HR investigations.

EDUCATION

The University of Texas at Dallas, May 2021

GPA 3.6 / 4.0

School of Management, B.S. Information Technology Systems