

# RIJAA KHAN

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## SUMMARY

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Dedicated and results-driven HR professional with a proven track record in talent acquisition and compliance, specializing in recruitment and pre-employment processes. Adept at collaborating with managers to understand organizational needs and strategically identifying top-tier talent and refining organizational processes. In addition to my corporate role, I leverage creative skills as a freelance content creator. Proficient in editing and producing captivating content, I bring a unique blend of HR expertise and creative flair to deliver exceptional results in both spheres.

## EXPERIENCE

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### **Alcority**

Dallas, Texas

#### *Human Resources Coordinator*

May 2024 - present

- Oversee the maintenance of data integrity across HR platforms and tools, including updating and maintaining employee related data and maintaining our digital employee file system in our HRIS software (Workday).
- Coordinate and schedule a high volume of interviews across multiple departments.
- Conduct reference checks, initiate background check, verify I-9s and various other onboarding processes to ensure a smooth transition into employment.
- Maintain and oversee the onboarding process for new hires, planning out first week schedules and conducting onboarding and training sessions.
- Manage employee benefits programs and assist with open enrollment, addressing inquiries as needed.
- Assist in the development and enforcement of HR policies and ensuring adherence to labor laws and regulations.
- Plan and execute company events as well as coordinate employee milestone programs.

### **Rij&Romance Content Creation Services**

Dallas, Texas

#### *Event Content Creator*

September 2023 - present

- Efficiently edit and produce high-quality event highlights, capturing the most memorable moments of each celebration and behind-the-scenes footage.
- Demonstrate advanced proficiency in video editing software, including CapCut, to create visually stunning and cinematic wedding content.
- Consistently meet tight deadlines with a 24-48 hour turnover time for delivering edited event highlights, providing clients with timely and unforgettable memories.
- Successfully manage end-to-end photo and video production processes, from initial client consultation and filming to editing and final delivery.
- Showcase strong communication skills in conveying ideas and incorporating client feedback to achieve the desired video narrative.
- Curate and create engaging and visually appealing content, including behind-the-scenes glimpses, teaser videos, and client testimonials, to showcase the diversity and quality of wedding content services.
- Collaborate with other wedding vendors and professionals, fostering partnerships and cross-promotions to expand the reach and network within the wedding industry.

### **Photon Infotech**

Dallas, Texas

#### *Recruiting Coordinator*

September 2023 – April 2024

- Coordinate and schedule interviews, ensuring a smooth and efficient process for both candidates and hiring managers.
- Manage communication with candidates, providing timely updates and feedback to create a positive candidate experience.
- Prepare regular reports and analysis on recruitment metrics for management review.
- Successfully streamline the recruitment process, resulting in a 20% reduction in time-to-fill for open positions.
- Maintain a candidate satisfaction rate of over 90% through effective communication and a candidate-centric approach.
- Manage communication with candidates, providing timely updates and feedback to create a positive candidate experience.

### **ProScribe, LLC**

San Antonio, Texas

#### *Talent Acquisition Specialist*

May 2022 - April 2023

- Manage full-cycle recruiting process, sourcing and interviewing candidates for various departments.
- Collaborate with hiring managers to develop job descriptions and attract top talent.
- Ensure positive candidate experience through timely and personalized communication, providing regular updates on recruitment status, and addressing candidate concerns.
- Build and maintained strong relationships with candidates, hiring managers, and HR business partners.
- Manage onboarding and orientation process for new hires, ensuring a smooth transition and positive employee experience.

## EDUCATION

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### **University of Texas at Dallas**

Richardson, Texas

#### *Bachelor of Science in Psychology*

#### *Double Major in Child Development*

May 2022

## SKILLS & ACTIVITIES

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**Technical Skills:** Outlook, Microsoft Suite, G-Suite, Mac OS, iCIMS, Workday, Jira, Windows, CapCut, Instagram, TikTok

**Languages:** Urdu, Hindi, Arabic, Basic Spanish

**Activities:** UT Dallas Gamma Sigma Sigma

## CERTIFICATIONS

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### **Google UX Design Professional Certificate**

*Foundations of User Experience*

*Start the UX Design Process: Empathize, Define, and Ideate*

*Build Wireframes and Low Fidelity Prototypes*

*Conduct UX Research and Test Early Concepts*

Dallas, Texas

November 2023