**TANJINA ISLAM**

862-200-3070 [tanjina.islam0@gmail.com](mailto:tanjina.islam0@gmail.com) Clifton, NJ

**EDUCATION**

Rutgers University, Bachelor of Arts- Human Resource Management **May 2013**

**WORK EXPERIENCE**

**Mt. Sinai Hospital, New York, NY October 2023 – Present**

**Onboarding Specialist**

* Initiate onboarding journey for incoming employees and start pre hire paperwork
* Scheduling pre-employment physical as required
* Initiating background check through vendor (Corporate Screening) and following up with candidates if any employment, education or other discrepancies are found
* I-9 Verification
* Manage employee communication, regarding pre-employment and until hire status
* Working hand in hand with orientation teams
* Utilizing Oracle Fusion Cloud App to handle employee onboarding
* Corresponding with candidates on what requirements are needed for role, i.e. certifications, licenses, education, and if anything is missing prior to employment, what the options are to complete successful onboarding

**LevelUp HCS RPO, New York, NY March 2022- June 2023**

**Project Manager (Recruitment Team)**

**On site: Societe Generale**

**Project Management**

* Partnered with Program Manager to create recruitment program plan, which included prioritizing projects, tasks, setting expected timelines and aligning resources to meet goals
* Tracked and managed projects and communication using a risk and actions log, through project updates to Program Manager
* Provided support on HR managed projects that required recruitment input, which included but was not limited to projects in areas such as: the employee referral program, the internal mobility space, the return to work program, diversity and inclusion projects, veteran hiring needs, and working closely with the culture and conduct team.
* Managed Societe Generale’s careers webpage, updates, managed the content for the US and Canada regions in partnership with human resource project team and communications teams
* Supported Project Coordinator in permanent supervision and audit requests as needed

**System Management**

* Responsible for overall recruitment system management in partnership with Program Manager
* Subject Matter Expert in the Applicant Tracking System and other systems required for hiring needs, as well as working with the Learning and Development team to create and build training materials.
* Provided input on new strategic tool decisions as well as managed tracking and escalating system issues, recommending system improvements, soliciting recruitment feedback on the tool
* Responsible for working with recruitment, onboarding, vendor management and specific SG new hire access tools
* Managed new hire access requests and offboarding employees

**Reporting**

* Worked with BI/Reporting Lead to ensure Tableau is accurately reflecting the data out of Taleo
* Acted as the point of contact for any Tableau Recruitment Dashboard related questions and ensure the appropriate contacts are involved to resolve questions
* Suggested and track reporting improvements
* Created a consistent reporting communication across the Recruiters to each Business Line
* Ensured Recruiter’s data accuracy in Taleo
* Acted as the backup reporting person if BI/Reporting Lead is unavailable
* Built trainings for business users on Tableau Recruitment Dashboard as required
* Acted as point of contact for recruitment related presentations and create consistency across reporting to
* Client-

**Process Management**

* Reviewed, documented, improved and managed the processes across AMER Recruitment team
* Rolled out process changes to recruitment team and buily training as needed
* Processes included, but were not limited to recruitment Procedures, system procedures, reporting procedures, and LevelUp Onboarding and Training Procedures

**Rockefeller Capital Management, Paramus, NJ February 2021- February 2022**

**Associate, Human Capital Onboarding Specialist**

* Drafted offer letters for successful candidates, coordinating with legal and compensation

departments on non-standard language and structures and ensuring compliance with

regulatory and state legislation requirements regarding restrictive covenants

* Maintained and improved offer letter document management system
* Managed all pre-boarding document requirements for candidates, including employment

application, release forms, regulatory questionnaires, work eligibility forms, and other forms

complying with federal and state legislation

* Provided continuous communication about completion of all new-hire paperwork and

extend candidate care throughout progression of onboarding process through employee day one

* Processed background checks, resolving any obstacles in the verification process and escalating flags to Talent Acquisition, Human Capital, and Compliance as appropriate
* Created employee records and populate all relevant information in the HRIS- D365
* Supported the development and implementation of new technology for the offer and onboarding process as well as the broader talent acquisition process
* Updated and maintained the hire plan for each of the firm’s businesses
* Produced recruitment metrics and report on hiring trends
* Supervised Recruiting Coordinator supporting onboarding process

**White Stallion, LLC, NYC, NY October 2019- January 2021**

**Recruitment Consultant- Freelance**

* Sourced, reviewed, screened and conducted phone interviews for specific roles
* Assisted in editing and researching appropriate job descriptions and requirements as per market analysis
* Provided market research and analysis for industry for said candidate pool

**Relocation to AZ October 2019- March 2020**

**Kedrion BioPharma, Fort Lee NJ March 2018-January 2019**

**Human Resource Shared Services Coordinator/ Jr. Generalist**

* Involved in awards and recognition; identifying vendors, negotiating costs, providing feedback and suggestions
* Creating an onboarding process and program from ground up
* Working with Shared Services Project Manager during roll out of Success Factors, HRIS database
* Viewing current process to identify gaps, opportunity for change and success, dependent on business needs and changes
* Employment Verifications contact person
* Recruitment- Assisting HR Manager with recruitment; sourcing via linkedin, screening via phone and taking intake meetings with hiring managers to identify appropriate talent
* Completed I-9 Verifications
* Running audits on various parts of the business, i.e. I-9, compliance documents, etc.
* Payroll data entry for all new hires
* Creating employee engagement opportunities, i.e. volunteer events, donation opportunities, etc.
* Supported the management of departmental budgets by establishing purchase orders and managing invoice submissions to Accounts Payable

**Resource Solutions RPO, Whippany NJ October 2017- January 2018**

**PMO Analyst (Resourcing Team)**

**On site: Barclays**

* Project governance, updating of actions, risks and logs
* Responsible for collecting data for weekly SOP update for audit purposes
* Collation of data for organizational charts
* Lean Visual Management Assistance to provide metrics to display daily, weekly, monthly recruiting variance

**Alexander Mann Solutions RPO, NYC, NY                                                           March 2015- September 2017**

**Senior Recruiting & Operations Coordinator**

**On site at following client sites:**

**Deutsche Bank**: March 2015- August 2016

**Credit Suisse:** August 2016- September 2017

* Subject Matter Expert in process management for offer management, Taleo, candidate onboarding, compensation components for candidate contracts
* Work hand in hand with HR Analysts and HR Business Partners to identify correct job codes, salary levels with corporate levels, organization structure
* Point person for employee issues regarding benefits, payroll, employee questions and concerns, HR systems and technology, vendor assistance;
* Process employee verifications, unemployment requests and termination documentation;
* Create and maintain onboarding and orientation packages for new hires while assisting and/or facilitating in benefits orientation meetings;
* Input and maintain employee data ensuring accuracy. Information includes new hires, terminations, status changes, leaves of absence, etc.
* Provide key recruitment support to U.S. Asset & Wealth Management, Corporate Banking & Securities, Global Transaction Banking, and Infrastructure; with volumes up to 90 open jobs at a time to a team of 6 recruiters, corresponding HRBP’s, HRA’s and managers for each business
* Develop effective training programs for new Recruiting Coordinators and update the master process guide as necessary.
* Audit and analyze system-generated hiring reports to ensure accuracy and forecast hiring trends for senior management’s quarterly review.
* Identify gaps in processes and create presentations for global training for Talent Acquisition teams.
* Act as Super User administrator access to troubleshoot all vendor related issues in the vendor portal and HRIS.
* Own EEO tracking and recording responsible from all vendors working with the firm within executive space
* Created training power points for the Talent Acquisition Global team for new and old processes using PowerPoint
* Manage reporting for data integrity for the Americas Region and action missing pieces in coordination with appropriate Recruitment Business Partner for respective business area;
* I-9 verification, processing with E-Verify at Deutsche Bank and Hire Right at Credit Suisse- putting information through in oneHRIS for benefits enrollment and activation of profile
* Arranged, monitored and owned New Employee Day One orientations for lateral and campus population

**First Investors Corporation, Iselin, NJ                                                                     September 2014- March 2015**

**Mid-Atlantic Regional Recruiting Coordinator**

* Scheduled candidate interviews for four office locations, MD, NJ, PA and VA offices
* Sourced, reviewed, screened and conducted phone interviews
* Maintained open communication with branch managers regarding candidate status and business needs
* Provided follow up correspondence to candidates on recruiting status via phone and email
* Tracked recruiting and sourcing statistics for the weekly report
* Attended career and job fairs and other networking events to expand operations
* Maintained ATS (JobVite), tracked and updated status for candidates, add requisitions and application forms
* Prepared and coordinated materials for interview sessions with Vice Presidents weekly
* Handled all phone and email inquiries from candidates

**Macy’s Logistics and Operations, Secaucus, NJ (Seasonal)** **September 2013 – December 2013**

**HR Administrator II**

**Recruiting Administrator Responsibilities:**

* Sourced, Reviewed, Screened, Recruited and Interviewed potential candidates for 800- 1100 logistic openings, 50 security openings, various HR Trainer, Recruiter, and Operation Manager positions through job fairs and onsite interview
* Resulted in offered positions to 1000 logistic associates, 45 security officers, 2 HR Trainers, 2 HR Administrators, 5 Operation Managers

**Trainer Administrator Responsibilities**:

* Conducted orientation classes starting from scheduling to completing all onboarding onto Oracle, PeopleSoft, for 30 to 40 new hires per class, which transitioned from 3 times a week to 3 times a day within two weeks, for one and half months
* Assisted L&D Director and Trainers with training classes through observation of new hires to hire best talent
* Used Kronos for payroll information for new hires and current employees
* First point of contact in HR in a fast paced environment
* Used Staffer document as a guide to meet staffing goals projected by V.P. of Operations and Finance Manager
* Collected staffing goals of 40,000 units for sending per day, and created staffing need of 200 associates per shift for smooth operations.

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 **TOOLS**

**PROJECT MANAGEMENT TOOLS USED:** MS VISIO, MS PROJECT

**HRIS USED FOR EMPLOYEE FILING AND ONBOARDING:** iCIMS, SERVICE NOW, HCMS, HR ONLINE & ONLINEFORMS, D365 TALENT

**OFFER LETTER AND DOCUMENTATION:** DOCUSIGN

**BACKGROUND CHECK VENDORS USED:** E-VERIFY, HIRERIGHT, BIG

**MICROSOFT:** EXCEL, WORD, POWERPOINT

**PAYROLL SYSTEMS:** KRONOS, ADP

**APPLICANT TRACKING SYSTEMS USED:** JOBVITE, WORKDAY, TALEO, CRM, SUCCESS FACTORS

PEOPLESOFT [ORACLE, CRM]

**COMMUNICATION TOOLS:** TEAMS, SKYPE, OUTLOOK