

Yasmine Sahouri

Jarrell, Texas, 76537 512.596.6773 Yasmine.sahouri01@gmail.com

PROFESSIONAL SUMMARY

- Human Resources professional with experience recruiting and administrating new hires, compensation, learning and development, and benefits programs.
- Outstanding time-management and organizational abilities utilizing computer programs.
- Proven ability in areas of problem-solving, public speaking, and adaptability.
- Technical knowledge of Microsoft Office, including Word, PowerPoint, Excel, and Peoplesoft.

EDUCATION

Bachelor of Business Administration, Concentration in Human Resources Management

Texas State University, San Marcos, TX

Overall GPA: 3.91

Honors: Scholarship Awardee Bobcat Recognition Award II, Dean's List

EXPERIENCE

Staffing Coordinator

January 2024 – April 2024

Alight, Round Rock, TX

- Screening applications and resumes to ensure candidates meet essential criteria for job postings before approval.
- Assisting hiring managers by responding promptly to emails and collaborating to assess staffing requirements to attract qualified candidates.
- Managing multiple vacancies using Peoplesoft software to streamline HR processes, including payroll, benefits administration, and employee data management.
- Contributing to the ongoing development and implementation of sourcing strategies to accelerate the recruitment process.
- Verifying the accuracy and completeness of due diligence forms, ensuring adherence to compliance standards for timely submissions of background checks.

HR Intern

October 2022 – December 2023

Tokyo Electron Limited, Austin, TX

- Provided accurate and insightful analysis of data trends for recruiting university students.
- Worked with project managers, business analysts, and university directors to design, develop, and implement university outreach.
- Increased the amount of processing and verifying invoices to aid the financial department.
- Developed workflow charts and processed them to SharePoint to optimize projects.
- Analyzed data to identify inconsistencies to improve workforce development.

HR Intern

September 2022 – May 2023

Meals on Wheels, Austin, TX

- Monitored competitive trends and best practices.
- Worked and implemented a total rewards statement for the company's development program.
- Worked with employees to establish and maintain a positive work environment.
- Monitored the effectiveness of various reward programs and recommended modifications to drive employee engagement.

HR Intern

June 2022 - August 2022

Texas Workforce Commission, Austin, TX

- Participated in the virtual onboarding process by taking attendance and monitoring the participant chat box to ensure information and questions were communicated to the presenter promptly.
- Collaborated with a team on rewriting job postings to strengthen and attract top talent to open positions.
- Worked on internal audit of I-9 documents, ensuring accurate completion and filing.
- Supported the HR department with administrative duties such as confidential file maintenance, creating Excel sheets, and setting up appointments.
- Researched and advocated with executive directors about the importance of an appealing job posting.

Cashier

July 2018- May 2022

H-E-B, Round Rock, TX

- Assisted customers quickly and attentively, maintaining a 90% above-assisted customer rate.
- Resolved customer complaints with great product information which increased sales revenue by 3%.
- Communicated with co-workers and maintained effective teamwork.