

Zakareeya Zaid

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Work Experience

Ankura Consulting Group

Chicago, IL

People Operations Associate

January 2023-Present

- Processed Workday transactions including compensation changes, location changes, manager changes, and terminations.
- Uploaded employee goals using EIB to Workday.
- Supported weekly new hire onboarding process by managing and validating new hire form I-9 via Workday and E-Verify.
- Processed and resolved employee inquiries via HR Inbox and ZenDesk to assure quality assurance.
- Conducted and processed exit interviews.
- Conducted mid-year talent reviews for the Finance and Marketing Departments.
- Completed yearly Audit of Employee I-9s to remain in compliance with federal and state regulations, and best practices.
- Processed and completed unemployment claims from previous employees by providing accurate employee information.
- Updated employee information and maintained employee files in compliance with federal and state laws.
- Collaborated with the Procurement team in order to collect employee equipment during the offboarding process
- Sorted through mail that was received in-office and triaged the mail out to the appropriate team

Toast Inc

Boston, MA

People Operations Co-Op

September 2022-December 2022

- Conducted bi-weekly audits of new hire compensation in Workday and Greenhouse to ensure accuracy and compliance.
- Supported weekly new hire onboarding process by managing and validating new hire form I-9
- Coordinated People Team projects including Future of Work, Employee Headcount, and Global Mobility Planning
- Lead a team of four to create and distribute yearly policy acknowledgments through workday in order to ensure compliance.
- Triaged and responded to HR inbox questions and ServiceNow tickets to assure quality assurance.
- Communicated with HRIS, Talent Acquisition, IT, and Payroll teams to support inquiries throughout the employee life cycle.

HubSpot

Cambridge, MA

People Operations Intern

June 2022-August 2022

- Sourced 200+ candidates using LinkedIn Recruiter for small business and mid-market account executives within the DACH (Germany region) leading to two full-time hires
- Created and published 15 pieces of content using Canva about HubSpot benefits on LinkedIn.

Amtrak

Washington DC

University Recruiting Intern

September 2021-May 2022

- Coordinated with 10+ universities in the setup of multiple career fairs.
- Coordinated 40 interviews between candidates and hiring managers, leading to 9 hires.
- Supported the full recruiting cycle and hiring of 2 intern positions for the Spring 2022 term and 3 interns for the summer 2022 term.
- Collaborated with senior level hiring managers to create and publish creative content to attract employees.
- Coordinated and assisted HR generalist in preparing 15+ termination packets.

Education

University of Maryland, College Park

College Park, MD

Bachelor of Arts in Psychology

Graduation Date: 2022

Minor in Business