**Brittney Dellaquila**

Contact Information: (484)-752-5788, email: bjd5676@psu.edu

**EDUCATION**

The Pennsylvania State University

M.S Human Resources Management expected graduation May 2022.

B.S Labor and Employment Relations

Minor: Business Law

**COLLEGE AWARDS**

Strands-Lumpkins Award 2020-2021

* Awarded the Strands-Lumpkins award for an expository essay that focused on summarizing the role of feminism in the labor movement from the 1830s up until the present-day Biden Administration. Focused on the Employment and labor laws that helped women gain their rights in the workplace.

**WORK EXPERIENCE**

**International Paper, Inc** May 2021-August 2021

*Human Resources Intern*

* Worked at a unionized paper mill with 450+ employees.
* Conducted 24 stay interviews with our hourly workers to find areas that we could improve on
* Researched and created an implementation strategy to strengthen and rebrand our talent acquisition area at Red River. Worked closely with the mills Communication Director and Mill Manager.
* Created a project proposal to increase attraction rates for new candidates to work at IP.
* Worked closely with a collective bargaining agreement.
* Sat in and observed a Partnership Meeting with Management and Union Representatives in preparation for contract negotiation.
* Created and presented a wage survey to improve our competitiveness on our compensation and benefits.
* Researched and focused on competitive benefits that IP can adopt to have an internal competitive edge amongst its competitors.
* Created and implemented a plan to create a mothers room for new moms when they return to the workplace.
* Participated in recruiting and sourcing resumes for new hires in both our unionized and hourly positions.
* Created a tracking log for our employees who utilize their bonding leave.
* Focused on research-based projects on how to improve work-life balance for a paper mill.
* Six Sigma Certified-White Belt

**ASC Executive, LLC** June 2019-Present

*Legal Administrative Intern*

* Assisted with legal work under Paralegals and a practicing lawyer.
* Researched state laws, title to deeds, assisted on building court cases, worked with business law to promote, and protect black-owned businesses in the Pittsburgh area.
* Drafted memorandums to assist with preparation to upcoming trials.
* Had 1:1 meeting with a practicing lawyer to learn about smaller statutes under bigger laws such as hearsay, mistake of fact versus mistake of law for a criminal law trial.
* Gained hands on experience when comparing my tort law courses to real world situations.
* Work closely with multiple counselors to support caseloads where needed.
* Served as a paralegal intern on major court cases.

*Human Resources Administrator Intern*

* Handled Administrative/HR work such as, creating and reviewing cover letters, resumes, tracking job applications for coaches from the high school level, DI, DII, and DIII.
* Scheduled and lead conference calls while onboarding new interns for the roles of the Sport Agent Interns.
* Researched and network with potential agents to sign, ranging from college athletes and to new coaches.
* Worked heavily with excel, and Microsoft office.
* Created LinkedIn profiles to promote and place coaches, along with updating Wikipedia pages.
* Trained new Sports Agent Interns
* Monitored and oversaw Resume and CV structuring to company’s expectations and format.
* Created offer letters for both coaches, athletes, and legal clients.

*Sports Agent Intern*

* Created action shots and promotional pieces to help market our agents to place them in new positions.
* Developed newsletters, by conducting interviews with coaches and players
* Kept stats on College and Professionally ranked teams (e.g. Football, Basketball, Soccer)
* Went to sport conferences and sat in on meetings to outline and create plans for new regulations at each division level when signing and recruiting new players and coaches to represent.
* Research assignments: relocating coaches, reviewing statistics on college standouts to sign and promote to get drafted in the NFL.

**Official-Dating App for Couples**  April 2021-August 2021

*Human Resources Analyst Intern*

* Posting, updating, and removing job ads from job boards, career pages, and social networks.
* Screening resumes and application forms.
* Facilitating accurate and timely communication with applicants.
* Scheduling and confirming interviews with potential candidates.
* Updating our internal databases with new employee information.
* Addressing queries and issues of employees, when required.
* Participating in organizing company events and career days.
* Created and filed renewal letters.
* Participated in creating company handbook.

**Back to Basics Learning Dynamics**

*Human Resources Administrator-Onboarding* *Coordinator*  April 2021-August 2021

* Worked with the Applicant Tracking System Jazzhr, and Employee Navigator.
* Onboarded 200 Teachers/Tutors for summer educational sessions within a month to tutor 2,500 students.
* Sorted and filed I-9, W4, 1099 forms.
* Monitored and filed 200 new hire background checks into an HRIS System.
* Trained new hires into their roles as tutors.
* Filed Direct Deposit information
* Worked closely with running CPR’s for the state of Delaware for our workers in DE.

**Converge HR Solutions** August 2020-May 2021

*Human Resources Intern*

* Assisted HR Consultants with research, development and implementation of client HR programs including, recruitment, HR compliance, and other related HR consulting assignments.
* Worked closely with the recruitment and staffing process, performance management, leadership training and development, compensation and labor relations.
* Utilized HRIS ISolved, Harvest Time Clock, ERI Salary Assessor, JazzHR recruitment, posting jobs to Indeed.
* Created compensation ranges for salary adjustments and new positions.
* Created compensation audits/client reports.
* Updated and created job descriptions for multiple clients.
* Created documentation of processes for future interns.
* Screen recorded and created multiple training guides for in-house use and outsourced to clients.
* Conducted exit interviews and worked closely with eliminating turnover for clients.
* Filed, and created PAN’s, offer letters, resignation acceptance letters, termination letters.
* Participated in two client employee relations issues.
* Enhanced and created a policy library to enhance the compliance regulations and knowledge for Converge and clients.
* Conducted reference checks and pulled candidate information for client new hires.
* Recruited a Marketing Intern for Converge and recruited a new HR Intern.
* Analyzed and created quarterly reports for each one of our clients.
* Analyzed and assisted with creating monthly hour reports for our clients.

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**Living Full Out, Inc** May 2019-November 2019

*Human Resources/Business Intern*

* Recruited potential candidates to fill company positions.
* Worked closely with the CEO of LFO, gained mentorship.
* Oversaw filing and scheduling talk show guests and airing her Saturday radio show on social media platforms.
* Managed and ran the YouTube Team Department/LinkedIn.
* Made campaign calls (B2B, C2B).
* Posted ads for open jobs on cites such as Upwork, and University websites.
* Worked heavily with excel.
* Scheduled weekly team meetings and conference calls.

**COLLEGE MAJOR RELATED PROJECTS**

Engaged Scholarship Program Project-Society of Human Resources (SHRM) 2019-2020

* Worked with the Philadelphia SHRM council to aid returning citizens back to work with a fair chance.
* Researched best practices and propose ways that HR practitioners can fairly interview returning citizens.

International Paper Case Study-Diversity and Inclusion for attracting and retaining female employees (2020)

* Worked with an HR Generalist from International Paper to update and create a diversity and inclusion plan.
* Had a positive impact on the company to open new doors to recruitment for female employees by adapting and partnering with the Women and Girls in Science Program, along with creating new benefit plans to offer their employees.

**SKILLS**

Recruiting Platforms:

* LinkedIn, Upwork, Handshake, JazzHR, OhioJobs.com by Monster, Indeed.com
* HRIS: ISolved, Paychecks
* SAP

Compensation System:

* PayDay, ERI Salary Accessor

Soft Skills:

* Problem Solving
* Strong Communication
* Strong Attention to Detail
* Strong Leadership Skills
* Adaptability
* Strong Time Management Skills