

Deshawn Taylor

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SUMMARY

Soon-to-be MBA graduate with a focus in Human Resources. Experienced in the initial selection process, including resume reviews and phone screenings, understanding the importance of working with confidential information. Background in developing and leading onboarding presentations, explaining benefits updates, and policy information. Possess strong quantitative, leadership, and customer service skills.

EDUCATION

Roosevelt University – Heller College of Business

Chicago, IL

Master of Business Administration

Expected: May 2020

- Concentration: Human Resource Management
- Related Coursework: Employee Selection and Staffing, Legal Issues in HR, Compensation Management, Workplace Diversity

University of Illinois at Chicago

Chicago, IL

Bachelor of Arts in Psychology

May 2017

PROFESSIONAL EXPERIENCE

Macy's

Chicago, IL

Human Resource Associate (promoted from HR Intern)

July 2017 – Present

- Review resumes in Taleo and conduct phone screenings
- Create employee digital files and audit files regularly for compliance
- Handle onboarding of new employees, leading over 95 sessions in last two and a half years
- Provide benefits information and support to full time employees and lead presentations during open enrollment
- Develop new presentation materials for onboarding to increase engagement of newly hired employees

VOLUNTEER EXPERIENCE

HACE (Hispanic Alliance for Career Enhancement)

Chicago, IL

Career Coach

January 2020 – Present

- Review and critique resumes to ensure job seekers have a successful search

New Word Baptist Church

Chicago, IL

Chaperone

May 2018 – Present

- Supervise Youth Group field trips and programs

PROFESSIONAL AFFILIATIONS

- SHRM member
- Certified in Myers Briggs Type Indicator Assessment

TECHNICAL SKILLS

Microsoft Office, SharePoint, SPSS, Prezi, Taleo