

BRITTANY J. GAY

1545 West Grand Ave Dayton, Ohio 45402

(937) 867 8773 gay.16@wright.edu

OBJECTIVE:

Human Resources position requiring collaboration, interpersonal savvy, attention to detail, and the ability to translate strategy into results.

EDUCATION:

2010, **B.S.**, *Organizational Leadership*, Wright State University, Dayton, Ohio

COMPETENCIES:

- Knowledge of Human Resources principles and practices.
- Strong analytical skills and ability to use judgment that is consistent with standards, practices, policies and procedures, and regulation or law.
- Ability to interface with multiple functions in understanding business requirements and transforming strategy into results.
- Demonstrated project management skills and ability to recognize and initiate process improvements.

KEY ACCOMPLISHMENTS

- Provided workforce readiness skills to increase the pipeline of future candidates.
- Developed a training manual on harassment and bullying in the workplace to promote a positive work environment.

WORK EXPERIENCE:

2011-Present

Human Resources Intern

Good Samaritan Hospital, Dayton, Ohio

- Ensures that human resource files and records are maintained in accordance with legal requirements and Company policies and procedures.
- Conducts background research to assist in preparation for unemployment hearings.
- Completes monthly and year-end reports regarding terminations, transfers, and new hires.
- Coordinates and schedules drug testing, background checks, fingerprinting, and physical examinations for prospective candidates and new hires.
- Ensures a high caliber slate of candidates by effectively screening to align candidates' background, skills, and qualifications to position requirements.
- Develop interview packs which include competency-based interview guide, job description, and interview assessment form.
- Supports the organizational strategy for increasing employee satisfaction and engagement by preparing reports of historical departmental performance, identifying areas of strength and opportunity to assist in the development of action plans.
- Provide recruitment assistance to ensure successful onboarding experience of new hires by ensuring the completion of new hire paperwork in compliance with hospital policy and TJC regulatory requirements.
- Conduct initial screening of applicants to ensure that they possess the qualifications, skills, and backgrounds required in alignment with our goals of promoting a positive patient experience.
- Develop and compose educational handouts to support employee relations in communicating employee policies.
- Conduct welcome calls with new employees to ensure that their onboarding experience is in alignment with expectations and collaborate with Leadership to address areas of opportunity.
- Developed a comprehensive recruitment brochure to promote Dayton as a great place to live and work in collaboration with the HR Leadership team and Communications and Marketing.
- Proactively ensure compliance with TJC regulatory requirements by conducting file audits.
- Prepare analysis for Employee Satisfaction and Engagement scores by department to identify greatest areas of opportunity.
- Coordinate the employee of the month employee recognition program. \
- Developed policies such as Social Network, Employee Trading Post, and Healthstreams.

2006-2010

Administrative Support-Student Trainee

Department of Veteran Affairs, Dayton, Ohio

- Scheduled patient's appointments for various sections within Rehabilitation Service.
- Developed and delivered several of excel documents and graphs for joint commission and outcome measures.
- Constructed and delivered a resource inpatient handbook for rehabilitation.
- Composed and completed a 1000 line item inventory for each department for hospital supplies.
- Corrected and updated vendor contract information for medical supplies.
- Purchased furniture using 1358 purchase order request.
- Reconciled requests from purchase orders and reoccurring bills.
- Assisted Chief of Environmental Service with Q-check inspections.
- Observed the hiring and termination process of employees.
- Implemented scheduling changes as they occurred for each Audiologist.
- Converted from Student Temporary Employment Program to Student Career Experience Program in 2008.
- Trained new scheduling clerk and volunteers to schedule in VISTA for Rehabilitation.
- Updated patient records for national Traumatic Brain Injury Screening Report.
- Excelled in three different departments: Environmental Management Service, Logistics (formally known as Supply Processing & Distribution), and Rehabilitation Service
- Designed and delivered a quick training manual on scheduling for the Hearing and Speech Department before employment ended.

2005-2007

Tax Preparer

Liberty Tax Service, Dayton, Ohio

- Prepared and delivered federal, state, and local income tax returns; by paper or electronic preparation.
- Printed clients federal income tax refund checks.
- Advised clients about different income tax advantages that are available.
- Transmitted income tax returns to national office to be filed with IRS.

2004-2006

Customer Service Representative

Limited Brands

- Victoria's Secret Direct (Seasonal)
- Bath and Body Works (Seasonal)

JcPenney (Seasonal)

STUDY ABROAD

EXPERIENCE:

06/2007

Community College for International Development

Studied International Marketing in Denmark

- Investigated and reported on difference and similarity with marketing for Europe and US
- Shadowed several companies to learn about marketing strategies
 - Danmarks Nationalbank
 - Tivoli Gardens
 - Roskilde University

JOB TRAINING

& SKILLS:

- Generic Inventory Training Primary and Secondary
- Traumatic Brain Injury Screening Report
- Web HR

- Proficient in Microsoft Office
- Lawson
- VURV
- Taleo