

Tabitha Laframboise

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Experience

Tenneco Inc. Human Resources Generalist, Grass Lake, MI Jun 2022 - Present

- Responsible for promoting a positive and inclusive work environment through weekly employee engagement activities
- Recruit for and lead summer intern program, delivering a meaningful experience for 40+ interns annually
- Conduct exit interviews and complete employment termination processes across 10 different skill teams

Army Michigan National Guard 42A: HR Specialist, Grand Ledge, MI Mar 2015 - Present

- Responsible for tracking teams monthly responsibilities and progress, giving leader daily updates
- Nominated as Unit Career Counselor to counsel soldiers on their benefits while in the National Guard and their benefits after they leave the military
- Maintain personnel and training records for 120 soldiers by conducting annual document reviews with each soldier

Rocket Central LLC Talent Acquisition Intern, Remote Dec 2021 - Jun 2022

- Managed weekly, monthly, and quarterly KPIs for various teams and recruiters
- Developed Boolean searches, based on hiring leader needs, to conduct sourcing through various sites
- Allocated 30 incoming applications per week to senior recruiters based on candidate skills and interests
- Coordinated with executive assistants to schedule interviews with leaders and recruiters

Rocket Central LLC Onboarding Operations Intern, Remote Jun 2021 - Dec 2021

- Processed and audited employee onboarding documents such as; I9, W4s, and Benefit Elections
- Developed onboarding strategies to facilitate an exceptional onboarding experience
- Planned and organized bi-weekly team development events across 4 different business functions
- Created training plan for new hires joining the onboarding team to be trained in role within first 60 days

Brose North America Inc Human Resources Intern, Auburn Hills, MI Sept 2020 - Jun 2021

- Executed workflows such as; onboarding, terminations, and HR gap analysis
 - Inputted and maintained electronic data for 700 Brose North America employees
 - Assisted with the recruitment process; posted jobs, reviewed resumes, conducted phone screenings
 - Completed end of year Global Mobility tax information data sheets for State and Federal tax payouts
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Skills

Technical: ADP, Kronos, Studiodirector, Workday, Microsoft Suite, Microsoft Publisher, LawLogix, LinkedIn Recruiter, E-Verify, SuccessFactors, IPPS-A, IPERMS

Communication: Presentation Skills, Interpersonal Communication, Collaboration, Relationship Building

Education

Wayne State University Detroit, MI Expected Graduation: Dec 2025
Master of Business Administration, Concentration in Information Systems

Oakland University Rochester Hills, MI Apr 2022
Bachelor of Science in Human Resources Development