

# KATIE SCHEMBRI

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## Profile Summary

Dedicated Human Resource and Employee Experience Coordinator with a proven track record in developing and implementing strategic talent acquisition strategies, aligning them with the organizational objectives to contribute to team's success while anticipating and meeting future talent needs. Skilled at executing a data-driven approach to talent acquisition, utilizing analytics and metrics to optimize recruitment processes and improve hiring outcomes.

- Excel in coordinating events, programs, and activities to strengthen team cohesion and boost overall employee satisfaction.
- Ability to streamline communication channels, facilitate professional development opportunities, and optimize onboarding processes.
- Possess a solid interpersonal, decision-making, attention-to-detail, organizational, time management, and problem-solving skills.

## Signature Strengths & Competencies

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|----------------------------------|--------------------------|------------------------------|
| - HR Management                  | - Public Relations       | - Organizational Development |
| - Talent Management & Staffing   | - Employee Engagement    | - Recruitment Process        |
| - Talent Acquisition Strategy    | - Communication Strategy | - Performance Management     |
| - Strategic Planning & Execution | - Administrative Support | - Training/Development       |
| - Program Development            | - Event Planning         | - Relationship Management    |
| - Onboarding Process             | - Workforce Planning     | - Customer Service           |

## Experience

### Employee Experience Coordinator | AMPAC Fine Chemicals

Sep 2022 - Present

- Play a pivotal role in seamlessly coordinating and administrating interview scheduling, candidate travel management, requisition creation, candidate status management, and overall support for Talent Acquisition.
- Utilize the Applicant Tracking System to facilitate administrative recruiting functions, ensuring the efficient tracking of candidates and retrieval of pertinent data.
- Authorized representative handling all I-9 Verification and organization for in-person hires and remotely through E-Verify.
- Create and organize 750 employee organization charts, maintaining company headcount, promotions, and team's month to month.
- Enforce compliance with state-mandated anti-harassment laws, achieving 34% adherence among employees in three states. Establish standardized procedures and communication channels with each employee.
- Revamp all corporate marketing collateral, spearheading the design of advertising materials for meetings, corporate events, holidays, monthly newsletters, and other essential communications for employees.
- Facilitate monthly event planning meetings for all AMPAC Sites across Virginia, Texas, and California. Oversee the planning and presentation of upcoming event proposals and community engagement opportunities.
- Co-organize impactful company fundraising events, resulting in the collection of over \$6,000 in school supplies for local students and gathering more than 170 articles of warm clothing for individuals in need of seasonal attire.
- Initiate and execute company service initiatives, including developing a Veteran's Day Writing Campaign that garnered 116 letters for Active Duty and Military Veterans as part of Operation Gratitude.
- Craft a comprehensive three-week marketing campaign to promote Movember's mission, focusing on improving men's health. Additionally, orchestrated the inaugural Employee Appreciation Celebration across all three company sites.

### Human Resources Recruitment Coordinator | Particle Inc. Remote

Mar 2022 - Jul 2022

- Drove outreach efforts to engage potential candidates and onboarded new hires seamlessly across diverse company departments, resulting in an increase in recruitment efficiency.
- Implemented meticulous updates of candidate information using the Greenhouse Applicant Tracking System, ensuring accurate and up-to-date records, contributing to a reduction in processing time.
- Served as a key company representative in orchestrating and managing logistical requirements for candidate interviews, leading to a streamlined interview process and a decrease in scheduling conflicts.
- Championed transparent and open communication channels between candidates and the recruitment team, fostering a positive candidate experience and boosting candidate satisfaction scores.
- Compiled and presented pertinent information to senior recruitment staff during internal candidate deliberation meetings, facilitating data-driven decision-making and improving the overall quality of candidate selections.
- Elevated Diversity, Equity, and Inclusion initiatives by strategically incorporating them into the recruitment process, resulting in an increase in diverse hires, particularly in the LatinX and Women in Tech communities.

**Executive Assistant | Broadly Inc. Remote****Apr 2021 - Mar 2022**

- Supported the CEO in navigating emerging challenges with efficient time management, contributing to an increase in the CEO's productivity during critical periods.
- Coordinated scheduling requests and project planning, aligning tasks with company goals and objectives, resulting in an improvement in project delivery timelines.
- Spearheaded effective interdepartmental communication and planning tailored to team needs and upcoming events, enhancing overall team coordination and reducing planning-related delays.
- Implemented streamlined team calendars, maintained the CEO's schedule, and facilitated meetings across multiple time zones, resulting in a reduction in scheduling conflicts.
- Planned and executed virtual and in-person meetings with the executive team, fostering improved communication and collaboration, leading to an increase in decision-making efficiency.

**Sales Development Representative | Broadly Inc. Oakland, CA****Nov 2019 - Mar 2020**

- Served as a member of the hiring panel and conducted interviews with sales development candidates, contributing to an improvement in the quality of hires.
- Motivated the sales team during daily meetings, emphasizing constructive problem-solving and team building, resulting in an increase in team morale and collaboration.
- Served on the Sales Team Culture Task Force, organizing community-boosting initiatives and engagements, leading to an improvement in team cohesion.
- Achieved top performance in meeting team quotas for demos held, demos scheduled, and demos closed in the division, surpassing targets.
- Identified quality small business clients through diligent research and personal conversations, resulting in an increase in the acquisition of high-value clients.

**Coordinator for Spirituality Programs****Jun 2018 - May 2019****Loyola Marymount University President's Office | Campus Ministry Los Angeles, CA**

- Facilitated 80+ student interviews to assess effective leadership for retreat leader positions, contributing to an improvement in the selection process.
- Mentored students to foster leadership through workshops, group engagement, and individual support, resulting in an increase in student leadership development.
- Managed a \$100,000 budget, allocating funds for transportation, catering, lodging, and entertainment, achieving a reduction in budget overruns.
- Reduced budget costs by 55.2% while attaining a High Satisfaction review score from 85% of 300 students, surpassing the organization's historical performance.
- Engaged in public speaking on behalf of LMU's mission to promote student interest and engagement, reaching 500+ individuals and increasing awareness of the university's mission.
- Recruited 300 new and transfer students to attend the First Year Retreat through active outreach, surpassing recruitment goals.

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**Education****Bachelor of Liberal Arts, English | Minor: Journalism Minor****May 2018**

Loyola Marymount University, Los Angeles, CA

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**Honors & Awards**

- Nominated for Employee of the Year at Loyola Marymount University
- St Ignatius of Loyola Top Honor
- Sr. McKay Award for Service and Leadership
- Community Program of the Year Award
- Lingdao Fellowship Program Trip to Beijing for Leadership
- Service of Excellence Award
- Uproar of the Year Award Recipient

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**Technical Skills**

- Asana Task Management System, Applicant Tracking Systems, Microsoft Teams, Canva, Concur Expense Solutions Software, Expensify, G Suite, Greenhouse, Lattice, Microsoft Office Suite, Outlook, ADP, Notion, Pitch, Quip, Salesforce, SalesLoft, Slack, Social Media Platforms, Terminal 4 CMS, Vidyard, Panapto, Lucid Charts, Box, MasterControl