

Alix Clise

Human Resources Assistant

1416 Washington Road, Westminster, MD | 443-605-2350 | alixclise@gmail.com | aclise@penguinrandomhouse.com

EDUCATION

2015-2019

Florida State University

Tallahassee, FL

Bachelor of Arts- Editing, Writing & Media

2015-2019

Florida State University

Tallahassee, FL

Bachelor of Arts- German Language & Culture

2022

Cornell University

Ithaca, NY (remote)

Professional Graduate Certificate- Human Resources Management

PROJECTS

Wes Unseld Memorial *Capital One Arena, Washington, DC*

Collaborated with Monumental Sports to compose a short biography of NBA Hall of Fame legend Wes Unseld permanently displayed in the Capital One Arena

The Odyssey Online

theodysseyonline.com

Drafted and edited organic articles and content for college students regarding relationships, lifestyle, humor and politics

Successfully Co-Parenting After Divorce

coparenting.fsu.edu

Created, designed, edited and published text and graphic content for a website used by the State of Florida in divorce proceedings involving children under the age of twelve in regards to minimizing psychological and social development issues

EXPERIENCE

Penguin Random House Westminster, MD — *Human Resources Assistant, Recruiter*

Sep 2021 - Feb 2022 Temporary Position/Feb 2022 - Present

- Talent assessment and acquisition, high-volume recruiting for exempt and non-exempt hires upon expansion and rapid company growth including the addition of a new facility, averaging 15 new hires weekly
- Assisted in corporate recruitment for Customer Service, Support and Analytics, IT, Transportation, Logistics, Credit and Accounting departments
- Leading recruitment for full- and part-time hires, including issuing weekly staffing reports, creating new processes and best practices to improve hiring process, conducting interviews and orientations, and serving as first point of contact for all candidates
- Guiding onboarding process through UKG, conducting I-9 employment verification, issuing federal background screenings and drug screenings
- Processing changes in salary, position, and work location in compliance with local and federal tax codes, company policy and payroll procedures, as well as leading salary negotiations for new hires
- Validate and process employee purchases within company reimbursement policy guidelines
- Tracking COVID-19 vaccination data in accordance with local ordinances
- Issuing official verifications of employment and income for all employees
- Requesting and processing IT equipment and network access for new hires, external contractors, third-party vendors, internal transfers and promotions
- Consulting Accounts Payable and SVP of Human Resources to facilitate department purchases
- Writing and editing job descriptions for internal and external postings, managing and tracking analytics for external posting sources
- Managing all employee leaves of absence including disability, FMLA, sabbaticals and worker's compensation

SKILLS

- Microsoft Word, Excel, PowerPoint, Outlook, Access
- Adobe Creative Suite
- Google Editors Suite
- Ultipro, UKG Pro/Workforce Central, Kronos
- PeopleNet Recruiting, Indeed Hiring Platform, Facebook Jobs
- Vanderbilt SMS Security and Access Management Systems
- Facebook, Instagram, Twitter, Snapchat, TikTok analytics
- Sterling Talent Solutions, iSYSTOC Occupational Health
- IONOS
- Business Intelligence Reporting
- ServiceNow
- WordPress, Wix
- MLA, APA, Chicago, Merriam-Webster Style Guides

LANGUAGES

- German (Fluent)
 - Hochdeutsche, Friesische, Österreichische Dialects
- American Sign Language (Fluent)
 - Localized Maryland and California Dialects

COMMUNITY AND SERVICE

- Special Operations Warrior Foundation Fundraiser 2018-2021
- NAACP Fundraiser 2020
- Children's Scholarship Fund of Baltimore 2020-2021
- Miss Maryland USA State Finalist 2021
- Miss Petite Gulf Coast USA State Titleholder 2022
- Westminster Rescue Mission Recruiter 2022
- Carroll County Public Schools Mock Interview Volunteer 2022

Unselde's School Baltimore, MD — *Executive Educational Aide*

May 2020 - Sep 2021

- Designed and implemented interactive lessons for students in grades 3-7 in German and English language instruction
- Drafted and distributed school-wide materials such as handbooks, calendars, syllabi, newsletters, programs and reports
- Oversaw creative lesson design, school-wide events, Maryland State Department of Education requirements, tuition, funding and scholarship plans
- Organized and executed personal communications with financial, legal and local governing institutions
- Managed daily, weekly and monthly personal and professional schedules
- Coordinated a variety of projects with overlapping deadlines in an array of fields such as content creation, financial account management and real estate acquisition

EXPERIENCE

Palm Beach Tan Hunt Valley, MD — *Tanning Consultant Manager-in-Training*


June 2019 - March 2020

- Consulted with clients on their medical and cosmetic goals in regards to skincare
- Advertised, marketed and sold luxury skincare products according to individual needs on a commission base
- Managed day-to-day operations of high-volume retail stores, including cleaning and OSHA safety procedures, handling daily cash deposits, client relations, employee performance and monthly audits
- Processed productivity reports and extracted daily, monthly and annual sales goals from raw data sets using Microsoft Access and SunLync
- Assisted store and district managers in developing personal improvement plans (PIP), training materials, and
- Composed and directed digital and telephone communications between 9 retail locations across the state of Maryland

Joyce Publishing Tallahassee, FL — *Editorial Intern*

Jan 2018 - Sep 2018

- Conducted research and interviews in order to produce accurate, authentic content regarding home improvement ideas and community events in the Greater Tallahassee, Florida area
- Created and edited original written content and copy featured in ten monthly issues of *Home & Yard*
- Designed mockups and typeset content and copy for each article
- Edited third-party content within house diction and style guidelines
- Sold, designed and edited advertisements alongside local business owners for print and digital circulation
- Provided supervisory editing for sister publications including *Student Survival Guide* and *AD/MAX*

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- Oversaw local distribution to over 100,000 households in the Greater Tallahassee area