Yogeshwari Shende

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Experience Summary

I am a highly motivated, organized and hard-working professional with 8+ years of overall experience with 3 years of experience **in Human Resources and customer-facing** jobs followed by 5+ years of experience working **Project Manager and People Coordinator**. I can help my team continually improve and enhance performance. I am a loyal team member and have a strong work ethic and desire to keep learning.

Work Experience:

Role: Project and People Coordinator and Admin

Sairoop Technologies, LLC - Westminster, CO   **Nov 2016 – present**

- Managed all **business affairs**, correspondence and **budgets**. Coordinated all **meetings** and **events**.
- Appropriately handled **confidential and/or sensitive information**.
- Handled all **payroll** and **compensation** responsibilities of employees and contractors/ sub-contractors of the company.
- Worked on **employee benefits** including but not limited to retirement plans, medical, workers compensation, Paid time off.
- Managed **calendar**, responded to **inquiries**, anticipated needs and prioritized information.
- Updated office software and **technology** creating a more **efficient work environment**.
- **Worked alongside the CEO and CIO** and assisted them with daily tasks.
- Responsible for coordinating and allocating office **maintenance tasks**, paying bills, **ordering supplies**, along with any other additional tasks.
- Responsible for **clerical duties** including, but not limited to calendar requests, arranging meetings, checking stock of items in the office and maintaining records of the same.
- Assisted professional staff in **managing and organizing client interactions and meetings**.
- Maintained and ordered all **office inventories**, while utilizing cost comparisons in relation to budget.
- Responsible for new **hire and termination formalities**.
- Created **power point presentations** for the company.
- Involved in full-cycle recruitment process for candidates for different level and domains.
- Create **job descriptions** and posted them on various job portals.
- Develop and maintain **positive relationships** with businesses and candidates.
- **Project management** expertise in tools like Trello and Jira
- Working and **communicating with different teams** and **key stakeholders** at various levels to understand the goals and make sure goals are met in a timely manner and all team members know their tasks and maintain a positive atmosphere at work.
- Serve as the **point of contact** for all technical and administrative issues, updates, enhancements and questions for the organization and provided help to employees with concerns and questions.

- Planning, executing, and establishing levels of **quality control in projects**. Link **budget planning and analysis**
- Communicating a **proactive mindset at work** rather than simply reacting to each request they receive from a team member.
- Working with onshore and off shore resources in various time zones.
- Administer and manage slack channels. Provide **customer support** via Slack

Retail Salesperson

Nordstrom at Flatiron Crossing, Broomfield, CO   **Feb 2015 – Oct 2016**

- Graduated from the Future Nordstrom Leaders Program which trained selected candidates in all areas necessary to become a future leader/manager in the company and help climb up the inverted pyramid.
- Doing mark downs, RTVs, ticketing, and adjusting the inventory.
- Making appointments with customers during events and making sure they are given the best service in the limited time that they have.
- Putting customers first and giving them personalized service using personal book tool.
- Maintaining the sales floor.
- Helping customers with the fitting rooms, alterations.
- Having knowledge about the brands that we carry and educating customers about the fit and sizing of the product.
- Helping the team during inventory and working as a team.
- Making returns quick and easy for customers and putting a smile on their face.

Retail Sales Associate

Macy's, Broomfield, CO   **May 2014- Nov 2014**

- Contributed to team effort by accomplishing all types of sales goals and credit application goals as needed.
- Greeted customers and determined their needs and wants
- Advised customers by providing information on products and ongoing and upcoming sales.
- Helped customers make selections by building customer confidence; offering suggestions and opinions.
- Processed payments by totaling purchases; processing checks, cash, and store or other credit cards.

HR Manager

Saad Advertising, Mumbai, India   **Sep 2005 – Oct 2007**

- Worked on Joining and Separation formalities and Attendance Management
- Conducted Induction Program
- Maintained personal files of employees and Employee Relations
- Involved in the development and coordination of long-range strategies to achieve business growth and enhanced profitability for the company
- Worked at increasing employee satisfaction and reducing turnover.
- Responsible for the continuing education, training, and certification of new and experienced employees.

- Prepared presentations and manuals.
- Taught employees new and more efficient ways to perform their jobs.
- Improved and implemented performance management and development program for supervisors focused on enhancing management performance, team building and management.

Education:

- ***Master of Professional Studies in Human Resources and Employment Relations*** (with Employee Benefits, Employment Compensation & Staffing and Training as special concentration), Pennsylvania State University, Dec 2011
- ***Masters in Commerce (Management)***, University of Mumbai (India), April 2007
- ***Bachelors in Management Studies***, University of Mumbai (India), April 2004

Certifications and Computer Skills:

- Salesforce Admin Certified
- Proficient in MS Office 2000, MS Work, Excel, PowerPoint, Outlook.
- Intermediate knowledge of SOQL querying through Workbench
- Good knowledge of Salesforce Data Loader