

JULIA SHELEST

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PROFESSIONAL EXPERIENCE

Saks Fifth Avenue, New York, NY

December 2022-August 2023

Specialist, People Business Partner

- Assisted with the execution of all people functions including employee relations, talent management, and change management
- Owned the onboarding and orientation process of approximately 15+ hires each week
- Organized job fairs for critical positions within the NY Flagship (sales, beauty, asset protection, and operations)
- Partnered with HR Business Partners to resolve employee relations issues and provided coaching and counseling
- Lead group discussions to initiate trainings and improvement of IT services
- Oversaw and directed HR related administrative tasks (payroll, benefits, leaves, luxury vendor hiring)
- Used analytical data to solve for key people opportunities
- Sent monthly and quarterly reports to all senior leadership on PTO balances and headcount of specific departments
- Worked with both sales and operations managers to improve processes and team dynamics

Vestiaire Collective, New York, NY

June 2021 - June 2022

HR Officer

- Led the execution of core HR processes for all US operations of European-based luxury brand e-commerce company
- Acted as a key partner to the business in helping build leadership skills to drive high performance across 850+ people
- Proactively identified opportunity areas and employee performance gaps and addressed them accordingly
- Managed employee handbook containing HR policies and updated accordingly to account for changing Covid-19 policies
- Resolved employee relation issues, by conducting effective, thorough and objective investigations
- Executed talent management and compensation strategies to support the team's growth and individual development plans
- Coordinated hiring for both New York offices, including new hire onboarding, employee training and exit interviews
- Established a close knit culture with high morale through organized team bonding initiatives and volunteer events

SitusAMC, New York, NY

February 2019 - January 2021

HR Specialist

- Primary HR contact for leading real-estate finance technology solution provider with over 5,000 employees
- Oversaw the new hire process - drafted 50+ offer letters per week; negotiated offers with candidates; conducted background checks and drug screening; and led key onboarding initiatives
- Revamped employee orientation and training process
- Analyzed trends and data metrics in partnership with specialist teams to identify high-impact priorities for an improved employee experience
- Handled employee relation matters and coached team leaders on best practices for creating customer driven results
- Orchestrated the approval process for learning and development expenses for the entire company

Canadian Imperial Bank of Commerce, New York, NY

May 2018 - January 2019

HR Coordinator

- Provided HR solutions for the New York office of Canadian Big Five multinational banking and financial services corp.
- Scheduled interviews for Sales & Trading, Wealth Management and Corporate Banking departments
- Facilitated the visa and immigration process for internal transfers and external hires
- Generated reports, and provided data analytics inputs using Excel to US & Canada offices to facilitate the delivery of all HR programs in order to enhance leader experience
- Maintained and tracked jobs, candidates and potential hires on both internal and external sites using Taleo and PeopleSoft

EDUCATION

Cornell University, Remote

April 2023

HR Management Certification

Rollins College, Winter Park, Florida

May 2017

Bachelor of Arts in Communication Studies

- Activities/Clubs: Rollins College Dance Team, Ronald McDonald House, Kappa Delta Sorority

SKILLS

- Microsoft Office, Greenhouse, ADP, Halogen, Paylocity, HiBob, Concur, Taleo, Jira, and Oracle