

Giselle Arreaga

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EDUCATION

Chapman University

Bachelor of Arts in Sociology (Major)

Double Minor in Psychology and Business and Emphasis in Social Work

Orange, California

Expected: May 2025

Relevant Coursework: Managerial Accounting, Organizational Psychology, Legal Environment of Business, Quantitative Data Analysis, Statistics of Behavioral Studies, Introduction to Research Methods, Social Psychology, Cognitive Psychology, Principle of Microeconomics and Macroeconomics

RELEVANT PROFESSIONAL EXPERIENCE

REVOLVE

Cerritos, California

January 2025 - Present

• Talent Acquisition & HR Coordinator

- Assist in posting approved positions on external websites and social media
- Perform various administrative duties, including answering calls, composing emails, creating job descriptions, scheduling meetings, and managing the recruiting calendar
- Coordinate campus recruiting events throughout the year
- Facilitate new hire orientation three times weekly for different employee groups
- Oversee onboarding procedures, including references, employment verifications, and background checks
- Maintain a high sense of urgency in responding to candidates and managers
- Serve as a liaison between agencies, hiring managers, and recruiting teams
- Hire employees in various locations, including the UK, ensuring compliance and proper procedures
- Assist with special projects as needed

• HR intern - Talent Acquisition & People Operations Intern

June 2024 - December 2024

- Managed full-cycle recruitment, sourcing and screening candidates for various roles
- Facilitated onboarding and job offers, ensuring smooth new hire integration
- Conducted I-9 verifications and maintained compliance with federal regulations
- Assisted in conflict resolution, employee relations, and workplace investigations
- Managed LinkedIn and Workforce Now to support talent acquisition efforts
- Processed workers' compensation claims and managed employee leaves (FMLA, ADA)
- Handled internal HR communications, training programs, and policy updates

County of Marin

San Rafael, California

June 2023 - August 2023

• HR Intern - Benefits and Compensation, Equal Employment & Learning and Organization Development.

- Conducted audits of employee benefits data in MUNIS, ensuring accuracy and alignment with employee records
- Supported onboarding by completing new hire paperwork and streamlining the orientation process
- Created and maintained Excel spreadsheets to manage employee benefits data using advanced Excel functions
- Assisted with the development of the Equal Employment Plan, analyzing reports on diversity and inclusion initiatives
- Designed infographics to improve transparency and promote diversity through the county's website
- Analyzed employee complaints related to protected classes, providing insights to improve policies
- Participated in anti-harassment training, ensuring compliance with the county's equal employment standards
- Collaborated on creating an engaging orientation video to enhance the onboarding experience for new hires
- Incorporated company history into the video to align with the organization's culture and values

OTHER PROFESSIONAL EXPERIENCE

Chapman University - Department of Student Engagement

Orange, California

• Student Union Assistant

October 2021- January 2023

- Assisted with the planning and execution of student events, including workshops and social gatherings, to enhance student engagement and campus life
- Managed administrative tasks such as coordinating meeting schedules, communicating with vendors, and ensuring smooth operation of the Student Union facilities
- Provided customer service to students and staff, assisting with event inquiries and resolving any issues in a timely manner

LEADERSHIP & SERVICE

Girls Inc. of Orange County

Orange/Newport, California

• Volunteer

January 2024 – June 2024

- Promoted the organization's mission at community events, increasing volunteer engagement and support
- Assisted in organizing workshops focused on leadership, confidence-building, and academic success for young girls
- Mentored participants, helping them develop skills in leadership and personal growth

SKILLS

- **Software:** ADP, Traliant, Jira Ticketing System, LinkedIn Recruiter, Paxton, Microsoft Office Suite (Word, PowerPoint, Excel), Cloud-based Productivity Tools, Canva
- **Languages:** Proficient in English and Spanish
- **Core competencies:** Talent Acquisition, Recruitment, Employee Relations, Onboarding and Orientation, Conflict Resolution, Compliance, Workers' Compensation, Benefits Administration, Organizational Development, Data Analysis, Effective Communication, Collaboration, Attention to Detail, Time Management