

Svetlana Sarafinoski

Barrow, Alaska - (219) 616-7671 - sterzioski96@gmail.com

Education

Purdue University

Bachelor of Science in Business - *Major: Human Resource Management*

Graduated: May 2018

Ohio University

Master of Business Administration – *Major: Executive Management*

Graduated: April 2021

Experience

Human Resources Specialist II

August 26, 2019 – Present

North Slope Borough – HR / Recruiting – Barrow, Alaska

- Responsible for processing and tracking personnel requisitions.
- Managing the NEOGOV website for the department.
- Attended NeoGov Connect conference for training and development.
- Assist applicants (general public) with North Slope Borough (NSB) jobs.
- Enter personnel data into electronic and manual filing systems.
- Navigate through multiple computer software's: JD Edwards, E-Verify, NeoGov, Microsoft Office, Kronos, Adobe, etc.
- Evaluate job positions, determine classification, exempt or non-exempt status and salary.
- Assist applicants with properly understanding company benefits.
- Hold HR processes: interviewing, reference checks, document verification, etc.
- Communicate promptly and professionally with hiring managers.
- Follow state, federal and NSB regulations pertaining to HR processes.
- Adhere to consultation processes with the NSB legal team when required.
- Maintain and implement standard operating procedures.
- Assist in training and development of HR processes.

Pre-Maternal Residential Supervisor

January 28, 2019 – August 23, 2019

Samuel Simmonds Memorial Hospital - Barrow, Alaska

- Implemented appropriate policies and procedures.
- Adapted to the cultural needs of the North Slope community.
- Maintained working relationships with clients, co-workers, and patients.
- Coordinated and arranged educational classes for client benefits with the support of internal/external sources.
- HR Processes: interviewing, reference checks, document verification, etc.
- Supervised a group of seven plus staff members.
- Researched for grants that were applicable to the parameters of the program.
- Cross-trained to be able to provide travel assistance to patients.
- Monitored the budget, and ensured all receipts were entered into the Concur system.
- Created monthly reports: monthly expenses, client activities, maintenance work, etc.
- Applied appropriate safety measures.

Assistant Manager

May 28, 2016 – October 16, 2018

Kaneo Beach Resort / Restaurant – Food, Beverage & Entertainment Operations – Ohrid, Macedonia

- Ensured employees followed quality standards, adhered to cash handling and customer service.
- Assisted manager with meeting or exceeding weekly sales goals.
- Led in organizing summer events such as: music performances, weddings, etc.
- Supervised a group of ten plus staff members
- Ordered and tracked food and beverage inventory.
- Assisted with annual budget and oversaw financial accounts.
- HR Processes: interviewing, reference checks, document verification, etc.

Director of Public Relations

January 5, 2015 – May 29, 2015

Student Government Association – Purdue University Northwest, IN, USA

- Attended unification meetings, student body voice.
- Student body spokesperson at faculty senate.
- School news anchor. Wrote weekly news reports about current events.
- Spoke publicly to student body regularly while listening to their concerns and questions.
- Helped create marketing strategies.

Leadership, Activities, & Skills

Programming Intern: May 2016 – May 2016

Win Television – Wollongong, Australia

- Assisted with editing and creating commercials.
- Assisted with filming the local news.
- Volunteered at the WIN radio station to help with town fundraisers.

Member: *Women in Business - Purdue University*

Event Chair: *Student Affairs Committee Faculty Senate – Purdue University*

HOBY & RYLA – Anchorage, AK - Leadership Conferences – May 2012 & May 2013