

Education

Graduate

Loyola University (Chicago, IL)

Master of International Higher Education, expected degree conferral August 2021

Current GPA: 3.96/4.00

- Comparative Analysis of International Education Delivery Models
- Intensive education, training, and skills in Leadership, Multiculturalism, and Diversity, Social Justice, Communication, Collaboration, Critical Thinking and Creativity

Undergraduate

Loyola University (Chicago, IL)

Bachelor of Business Administration-Human Resources Management

Countries Worked / Visa Eligible:

- Dual Citizenship: Australia and United States of America
- Worked in Australia, United Kingdom, United States, and Ireland

Work Experience

Co-Founder

Willow Grove International, LLC (Savoy, IL)

2011-Present

- International professional services firm focused on solving complex problems for national health and education systems.
- Leads process analysis, regulatory adherence, and innovation
- Lived, worked, and volunteered in Australia: Brisbane (January 2012-December 2017) and Canberra (December 2017-February 2019)
- Provided cultural immersion advice and support to American, French, and Indian expats upon relocation to Brisbane, Australia
- Mentored young professional women in Canberra (2018-2019)
- Certified by the Commonwealth of Australia Education Directorate to Home School
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Sales Coordinator/Executive Assistant/HR Advisor

Johnson Controls (Chicago, IL)

2008-2009

- Multinational Fortune 500 Company selling HVAC equipment and software to “Enhance the Intelligence of Buildings.”
- Supported the Chicago Service Sales Branch Manager, the Sales and Service Management Team, and Sales Professionals
- Maintained multimillion-dollar sales pipeline
- Created and updated sales forecasting reports
- Developed and implemented new employee orientation
- Created marketing materials and developed marketing strategies

- Coordinated internal/external sales training, communication, meeting, and monthly reports

Recruiting Support Specialist / Project Officer

Cerner Corporation (Kansas City, MO, London, UK, and Dublin, Ireland)

2005-2007

- Multinational Fortune 500 Health Technology Company focused on improving healthcare with technology.
- Supported 5-7 Recruiters & HR Partner, scheduled interviews, audited associate files, performed phone screens, developed presentations for HR Partner
- Improved scheduling processes, candidate show, recruit reimbursement processes, and filing processes
- Led career fairs for targeted positions
- Created and distributed offer letters for internal and external candidates
- Assisted Associates with basic HR and benefits questions
- Performed employee work authorization and background checks
- Developed exit interview process (UK)
- Completed 'Developing the Facilitator in You' & 'Behavioral Interviewing' courses
- Obtained full-cycle recruiting experience
- Trained new Recruiting Support Specialists

Certifications and Skills

- HR System management experience (PeopleSoft, Taleo)
- Development Dimensions International Certified (2006)
- Human Resources Management & Generalist
- Payroll & Accounts Receivable Processing (QuickBooks)
- Candidate Show and Experience
- Customer Service Reception/Administration
- Analytics and Data Entry
- General Office and Organizational
- Microsoft Office Suite (Excel, PowerPoint, Word)