

Profile

HR professional with public-sector experience supporting People Services through Workday and related systems. Experienced in employee administration, job and pay changes, onboarding, and coordinating across HR, payroll, IT, and management. Brings additional experience in process improvement, system implementation, and project work, with a focus on making HR processes simpler and more efficient.

Professional Experience

BC Assessment
Talent Acquisition
Administrator
Aug 2026 – Present
People Services Assistant
Nov 2022 – Aug 2026

Support Workday-based People Services and Talent Acquisition operations by maintaining accurate employee and recruitment records, coordinating with managers, HR, payroll, and IT, and supporting onboarding, offboarding, and staffing processes in a unionized environment. Led the replacement of manual User Maintenance Forms by translating business requirements into improved Workday and downstream workflows, reducing duplicate data entry and improving process accuracy.

BabyDog & TomeyK9
Web Developer and HR
Generalist
2020 – 2022

Designed and built a low-code client management and scheduling platform using Webflow, HTML, CSS, JavaScript, APIs, and Zapier integrations. Automated client intake, lead assignment, training proposals, schedule revisions, Google Calendar holds, and payment matching, including e-transfer reconciliation. Worked directly with trainers and leadership to translate operational needs into digital workflows, while also supporting HR and payroll administration.

Red Robin
Shift Leader
2014 – 2016,
2018 – 2022

Managed front-of-house operations in a high-volume environment, including monitoring demand patterns and adjusting staffing levels in real time to maintain service and cost control. Supported onboarding and training of new staff and ensured day to day compliance with labour and operational requirements.

Trees Dispensary
Online Manager
2016 – 2018

Launched and led the organization's online sales channel by designing and delivering a website that met operational and customer requirements. Worked closely with retail and operations teams to understand how products, inventory, and order fulfilment needed to function in practice.

Education

UBC
December 2025

Business Analysis Certificate

Camosun College
June 2019

Bachelor of Business Administration - Human Resources
Management and Leadership

Credentials

Project Management Professional (PMP)
Certified ScrumMaster (CSM)
CPHR Candidate
Microsoft Certified: Azure Fundamentals (AZ-900)
Microsoft Certified: Azure AI Fundamentals (AI-900)