

# Mora Awakuni

Human Resources Specialist

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## EDUCATION

### Associate's degree in Human Resources at Wichita State University, KS

Aug 2013 - May 2017

I have learned how to communicate with people, how to handle difficult situations, and how to work with a team.

## LINKS

[linkedin.com/in/moraawakuni](https://www.linkedin.com/in/moraawakuni)

## SKILLS

Recruiting

Employee Relations

Training and Development

Compensation and Benefits Administration

Organizational Development

HRIS Systems Management

Performance Management

## LANGUAGES

English

Urdu

## PROFILE

I am a highly experienced Human Resources Specialist with over 5 years experience working in the field. I have gained an extensive knowledge of HR policies and procedures during my time in this role, and have also developed excellent interpersonal skills which enable me to effectively communicate with employees at all levels. I am confident that I can provide an organisation with high-quality HR support, and would be keen to utilise my skills in a new environment.

## EMPLOYMENT HISTORY

### ● Human Resources Specialist at Advance Services Inc, KS

Mar 2022 - Present

- Led recruitment efforts for 50+ open positions, resulting in a decrease in time-to-fill from an average of 45 days to 30 days.
- Implemented new performance review process which resulted in more accurate and actionable feedback for employees.
- Developed and facilitated training on unconscious bias and its impact on hiring decisions, leading to more diverse candidate pools.
- Created employee engagement survey which yielded valuable insights into areas of improvement for the company.
- Led exit interviews for departing employees, helping to identify patterns of turnover and potential areas of improvement.

### ● Human Resources Specialist II at Express Employment Professionals, KS

Aug 2017 - Feb 2022

- Negotiated and created four new contracts with health insurance providers, which saved the company \$120,000 annually.
- Researched and implemented a new employee onboarding process that reduced turnover by 25%.
- Led a team of five HR specialists in developing and administering a new performance review system.
- Created and presented a training on sexual harassment prevention that was attended by 100% of employees.
- Investigated 20 employee complaints, resulting in disciplinary action for six employees.

## CERTIFICATES

### Certified Human Resources Specialist (CHRS)

Jan 2021

### Certified Diversity and Inclusion Specialist (CDIS)

Dec 2019

## MEMBERSHIPS

Society for Human Resource Management

American Management Association