

Tanya Brooks

Energetic entry-level HR professional with recent academic training in employee relations and HR law. Completed internship supporting HR projects in onboarding, compliance, and recruiting.

CONTACT



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LinkedIn



Cleveland, OH 44114

EDUCATION

Bachelor of Science in Human Resources
Cleveland State University,
Cleveland, OH, May 2025

KEY SKILLS

- Onboarding support
- Interview scheduling
- Policy research
- HRIS navigation
- Document organization

PROFESSIONAL EXPERIENCE

HR INTERN | CITYWORKS INC., CLEVELAND, OH
JANUARY 2014 – PRESENT

- Scheduled 50+ candidate interviews and created onboarding packets
- Support policy audits by compiling and comparing employee handbook changes
- Shadow HR manager during workplace conflict resolution meetings

HR REPORTING SPECIALIST | ENVIROPRO SERVICES, SACRAMENTO, CA
JUNE 2016 – JULY 2019

- Consolidated reporting from multiple HR platforms
- Improved reporting accuracy by 25% by integrating error checks
- Created visualization templates for quarterly HR leadership reviews