

YUN YAN

Atlanta, GA | 678-200-2756 | yunyan89.yy@gmail.com |

LinkedIn: <https://www.linkedin.com/in/yunyan89>

Summary

Proactive HR Specialist with 3+ years of experience specializing in optimizing HR policies and procedures, talent acquisition and retention, with commitment to community service and volunteering programs. A compassionate listener and hard worker who thrives on the challenge of helping and advocating for people from diverse backgrounds, especially those of immigration and under-privileged population. Trilingual with native proficiency in Mandarin Chinese, Cantonese, and English. Writing and reading proficiency in Japanese.

Skills

- **Tools:** IBM SPSS Systems, Paycom, Gusto and Homebase Systems, Microsoft Office Suite
- **Others:** Public Notary, Web Design, Event Programming, Project Management

Experience

Executive Assistant

Center for Pan Asian Community Services (CPACS)

May 2023 – Present

- Act as the point of contact among executives, employees, clients, and other external partners.
- Oversee 10+ grant applications and explore grant program opportunities.
- Screen and direct phone calls and distribute correspondence daily within the executive team.
- Manage meetings and projects across departments and offices.

Human Resource Specialist

Center for Pan Asian Community Services (CPACS)

Jan 2023 – Present

- Maintain and update all 90 employees' records with new information or changes in employment status.
- Perform quarterly and annual employee performance reviews.
- Maintain organizational charts and detail job descriptions along with salary records.
- Post hiring information and refer qualified candidates to the program managers or department directors.
- Provide training and support to people managers.
- Process staff payrolls with QuickBooks and Gusto systems.
- Create compensation packages and offer letters for employees.
- Schedule interviews, onboarding, and offboarding employees.
- Welcome new employees upon their arrival and give an office tour.
- Facilitate communication between company leadership and worker unions.

Employment Program Coordinator

Center for Pan Asian Community Services (CPACS)

Oct 2021 – Jan 2023

- Conduct outreach, recruitment, and selection of candidates for the employment program.
- Work with candidates around their needs and overcome their barriers to employment.
- Assist candidates with job search, provide employment advice, and prepare them with interview process.
- Help candidates build and maintain their relationship with employers.
- Create follow-ups and monthly updates with candidates and their employers for the program.

Refugee Career Pathway Program (RCPP) Coordinator

Center for Pan Asian Community Services (CPACS)

Mar 2019 – Oct 2021

- Outreach, recruit, and select qualified candidates for the program.
- Create and provide program orientation and onboarding training.
- Work with candidates around their needs and provide career advice to them.
- Maintain and organize the program handbook while researching the support information and content.
- Create and provide candidates with support workshops, career building materials, and training.
- Track and follow up on program expenses.
- Build up and maintain the relationships with employers and training schools.

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Employment Intern

Employment Department, INSPIRITUS (Formerly Lutheran Services of Georgia)

Jun 2017 – Sep 2017

- Outreach and recruit clients for the program
- Assist clients with job search.
- Assist clients with job applications and interviews.

Team Leader

Shanghai Far East Securities Limited

May 2006 – Oct 2006

- Analyze and evaluate clients' financial situation.
- Inform clients of new investment opportunities within the stock market.
- Assist clients in buying and selling stock, shares, and bonds.
- Identify the buying powers and risk tolerance level of clients.
- Manage clients' portfolio information.
- Hire and train graduates and professionals interested in pursuing a career in stockbrokers.

Education

Employment Law For HR Certification – CareerLearning

Nov 2023

Certificate of Nonprofit Human Resource Management – Georgia Center for Nonprofits

Nov 2022

Public Policy – Non-Profit Leadership, Bachelor of Arts – Georgia State University

Dec 2018

Activities

- **Georgia Gwinnett College Badminton Club** (Founder and President)
- **Chinese Community Federation of Atlanta** (Event Coordinator)
- **Freelance Translations**