

# Brianna C. Blackburn

www.linkedin.com/in/briannablackburn | 808.738.6520  
bri.blackburn2993@gmail.com

## Professional Experience

---

### **Kamehameha Schools, Honolulu, HI**

Mar. 2019-Jan. 2022

#### ***Talent Acquisition Operations Analyst***

- Served as Subject Matter Expert for Workday Applicant Tracking System recruiting module implementation; completed configuration workbooks, unit and E2E testing, involved in configuration decision points and reports construction.
- Automated over 80% of our manual processes into Workday, integrated all but our legacy ATS system data.
- Developed reports and Talent Acquisition dashboards to make informed decisions and present only relevant data for TA client consulting.
- Led Talent Acquisition monthly reporting and audits, created ad hoc reporting for current and historic employee data, hiring metrics, market analysis, and historical trends to make future decisions.
- Led Workday system support and maintenance as System Administrator by trouble shooting errors and integration failures. Collaborated with HR Technology to continue recruiting process improvements by WD configurations, automation, and innovations. Educate the team on process changes and enhancements, led bi-weekly team "Lunch and Learn," peer-led Workday trainings and brainstorm.
- Created Internal Staff Placement Program tracking system and later integrated ISPP outside process into Workday recruiting system by automating tracking and program performance metrics.
- Developed independently (with TA Director guidance) HR's volunteer background check process; bg check instructions, internal job aids, application forms, and tracking system. Processed over 500 volunteer background checks tri-campus first year of implementation. Trained new Volunteer Program Coordinators and contributed to best practices / re-evaluation of processes.
- Created Client Satisfaction survey and dashboard for each recruiter; including rolling metrics for overall team performance. Used to gauge client perception, behavior changes, strengths and gaps in recruiter performance and process.

### **Aloha United Way, Honolulu, HI**

Nov. 2017-Nov. 2018

#### ***AmeriCorps VISTA Leader, Measuring for Success***

- Identified learning needs of ~20 VISTAs / coordinated professional development training and volunteer projects monthly. Championed peer learning, collaboration, and resource sharing amongst VISTAs by bridging connections, facilitating peer led trainings, and by building and maintaining an open resource drive.
- Assisted Program Coordinator with recruitment, candidate screening, interviews, and on-boarding process. Created sustainable uniformed VISTA interview and on-boarding processes.
- Produced foundation and materials for VISTA orientation and training. Collected data / feedback to improve orientation process of future incoming VISTAs.
- Streamlined timesheet system to an online platform; simplified HI state AmeriCorps VISTA data through excel macros; and created / organized VISTA data for AUW program as capacity building improvements.

### **GardenShare, Canton, NY**

Nov. 2016-Nov. 2017

#### ***AmeriCorps VISTA, Hunger Free America***

- Championed the creation of youth nutrition education program designed to facilitate discussions / activities on nutrition, hunger, poverty, and local food systems for students 12-18 years old. Educated over 140 students about the link between health and poverty by beta testing our presentations.
- Managed outreach activities to recruit community volunteers, raise awareness of local hunger, reach low income / at risk families, and promote GardenShare's events and food assistance programs.
- Produced 30+ marketing and promotional materials and cooperated with 2 team members to establish a storytelling archive of local program beneficiaries for fundraising promotions and marketing.
- Supervised semester intern for youth program and set SMART professional, program, and personal goals to accomplish during internship. Directly oversaw project progress and planning.

### **Amazon Fulfillment, Sumner, WA**

May-July 2015

#### ***Operations Leadership Intern***

- Managed a team of 32 associates on average to fulfill a daily inbound volume of 20k units.

- Led bi-daily stand ups publicizing employee and HR announcements, daily goals, and safety tips to both the inbound and outbound associate teams and managers.
- Enriched ship dock associates' ergonomic safety by 9 points from a score of 52 to a 43 as an effort to decrease safety risks in the network.
- Saved BFI1 / BFIX warehouses \$47.5K/15 years by switching from incandescent light bulbs to LED on the ship docks. Owned the transition to LED overhead lights resulting in an improvement in heat related safety, reducing heat radiation by 74% from 335 to 87 degrees F.
- Eliminated risk of "struck against" injury by 18% through identifying common associate risks around their work stations.

**Johnson & Johnson**, Skillman, NJ

Dec. 2013-June 2014

*Trade Customization Club Co-op*

- Collaborated with 7 planners to execute daily demand / supply planning activities to support \$380MM in shipments.
- Led daily vulnerability process by identifying at-risk codes, researched, and identified root cause for supply cuts, and worked with planners to implement action plans to mitigate customer service impact.
- Owned monthly SAP metric reports including Fill Rate, Forecast Accuracy, and Inventory. Led reduction of total obsolete and slow-moving inventory to 5.6% vs. goal of 10%.
- Developed production planning grid Excel macro to cut redundant work by 30min/day. Standardized key supply planning information cross team, streamlined data shared with cross-functional business partners.
- Created Accelerator Forecast Tracking graphs utilizing historical shipment data to enhance Demand Planner's visibility of forecast changes and highlight consumer trends in the marketplace.

## Education

*Clarkson University*, Potsdam, NY

Aug. 2012-Dec. 2016

Bachelor of Science in Political Science

Minors in Business and Law Studies

*City University of Hong Kong*, Kowloon, Hong Kong

Jan.-May 2016

Undergraduate semester abroad

*Southern New Hampshire University*, Manchester, NH

Jan. 2022-March 2023 (anticipated)

Master of Science in Data Analytics

## Specialized Skills & Trainings

- **Technology:** Workday Recruiting Module, Google Suite, Microsoft Excel, Microsoft Word, Microsoft Power Point, Microsoft Publisher, Smartsheet, SharePoint, Power BI (beginner)
- **Programming Languages:** Visual Basic for Applications, R, Linux, SQL, Python (beginner)
- **Trainings:** Workday Recruiting Fundamentals (Workday 2020), Conflict Management and Transformation (Mediation Matters, Inc), Creating Sustainable Programs, Community Involvement 101 (AmeriCorps)