

# TAWNY LABRUM

## People Operations & Culture Manager

Focused on employee engagement, workplace culture, internal communications, people process improvements, and experience-driven initiatives.



# PORTFOLIO OUTLINE

01. Introduction & Professional Summary
02. Values & Personal Outlook
03. Core Competencies & Impact
04. Key Accomplishments
05. Case Studies & Project Highlights
06. Testimonials & Feedback
07. Technology & Tools Expertise
08. Conclusion & Next Steps

# INTRODUCTION & PROFESSIONAL SUMMARY

## People Operations Expert

- ✓ Proven track record in HR process optimization, employee engagement, and leadership development.
- ✓ Passionate about fostering inclusive, high-performing workplaces through talent strategy and culture initiatives.
- ✓ Skilled in leveraging HR technology and data-driven decision-making to drive efficiency and impact.



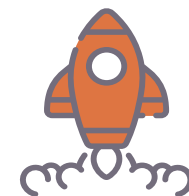
# VALUES & PERSONAL OUTLOOK

---



## Integrity & Inclusion

Committed to fostering an inclusive workplace where everyone is valued and empowered.



## Collaboration & Leadership

I believe in leading with empathy, accountability, and a solutions-driven approach.



## Continuous Improvement

A growth mindset fuels my passion for process optimization and learning.



## People-First Approach

Every HR initiative I design centers around enhancing the employee experience.

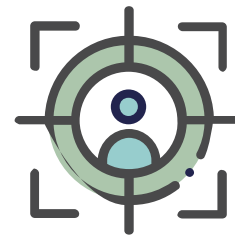
# KEY AREAS OF IMPACT

OVERVIEW OF CORE  
COMPETENCIES AND  
STRENGTHS



## HR Process Optimization & Automation

Streamlining HR workflows, reducing manual tasks, and leveraging technology to enhance efficiency and scalability.



## Employee Experience & Engagement

Designing initiatives that foster an inclusive, engaging, and supportive workplace culture.



## Program Design & Implementation

Creating structured programs that align with business goals and employee development needs.



## Learning, Development & Training

Building and delivering educational programs that empower employees and leaders with essential skills.



## HR Technology & Systems

Utilizing and optimizing HR software solutions to improve data management, automation, and strategic decision-making.

# KEY ACCOMPLISHMENTS



## PROCESS IMPROVEMENT & HR OPERATIONS

- Transitioned ATS from **Greenhouse** to **Paylocity**, improving automation and efficiency.
- Standardized onboarding & offboarding, increasing **new hire satisfaction by 20%**.
- Optimized payroll processing, achieving **zero payroll errors**.



## EMPLOYEE EXPERIENCE & CULTURE INITIATIVES

- Founded **Culture Committee**, fostering **Diversity, Inclusion & Engagement**.
- Launched **company-wide wellness challenges** to improve team morale.
- Led **employee recognition and milestone celebrations**.



## PROGRAM DESIGN & LEARNING & DEVELOPMENT

- Developed **Leadership Training Programs** and **People Leader Resource Hub**.
- Designed comprehensive **playbooks & SOPs** for HR operations.
- Created and delivered training sessions on **performance management & HR best practices**.

# **CASE STUDIES & PROJECT HIGHLIGHTS**



# CASE STUDY #1

## TALENT ACQUISITION & ATS OPTIMIZATION

### CHALLENGE:

- Inefficient recruitment process lacking automation and standardization.
- 

### SOLUTION:

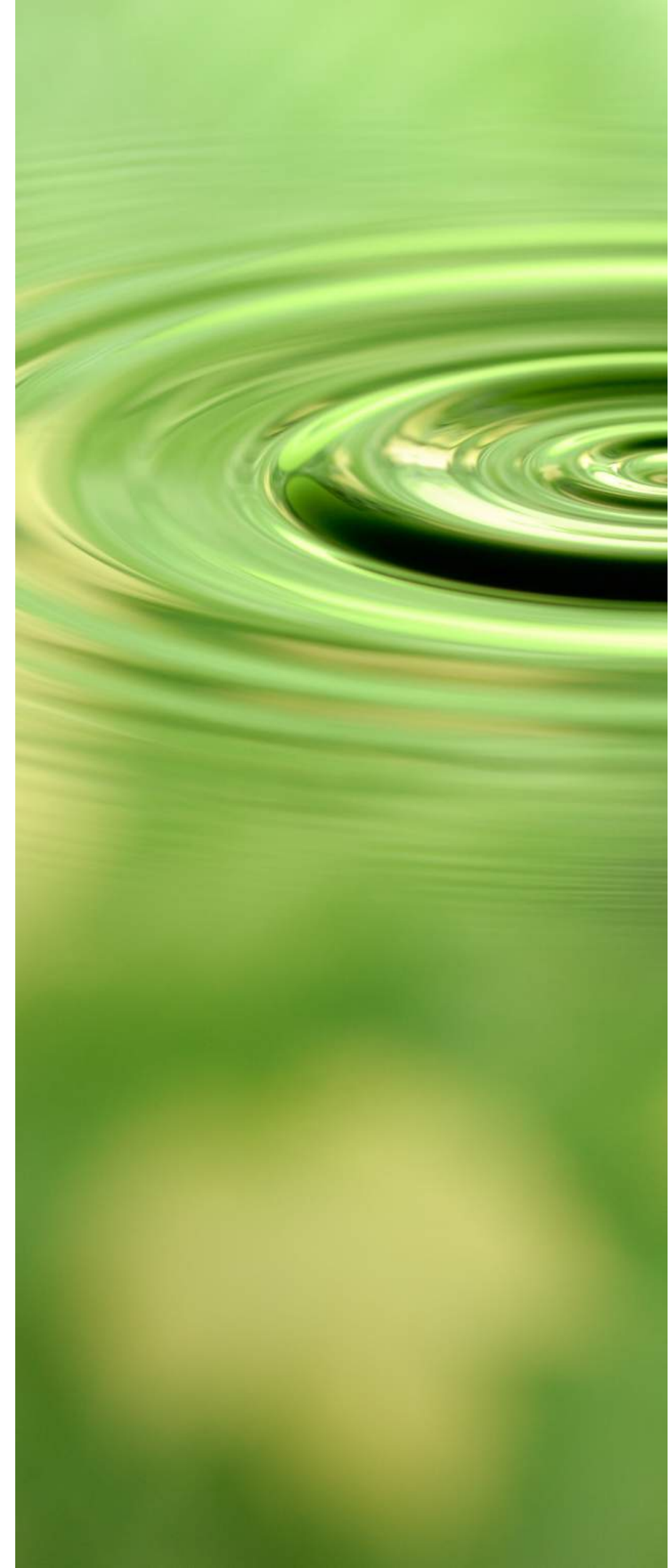
- Developed a structured hiring playbook to create consistency in recruitment workflows.
  - Automated key recruitment steps within the ATS, reducing manual effort.
  - Standardized hiring documentation and training for interviewers to improve candidate experience.
- 

### IMPACT:

- Increased recruiter efficiency and reduced administrative burden.
  - Ensured a more structured and equitable hiring process.
- 

### RESULTS:

- **80% of repetitive tasks automated**, significantly reducing hiring timelines and improving the overall candidate experience.





# CASE STUDY #2

## EMPLOYEE EXPERIENCE & ENGAGEMENT INITIATIVES

### CHALLENGE:

- Low engagement in company culture programs and lack of structured recognition.
- 

### SOLUTION:

- Established the **Culture Committee** to drive employee engagement initiatives.
  - Created structured recognition programs to celebrate employee milestones and contributions.
  - Launched interactive team engagement activities, including wellness challenges and virtual events.
- 

### IMPACT:

- Strengthened company culture by fostering inclusion and connection.
  - Increased visibility of employee achievements and contributions.
- 

### RESULTS:

- **Higher** employee participation, **improved** morale, and **stronger sense of community** across teams.

# CASE STUDY #3

## PAYROLL & BENEFITS PROCESS OPTIMIZATION

### CHALLENGE:

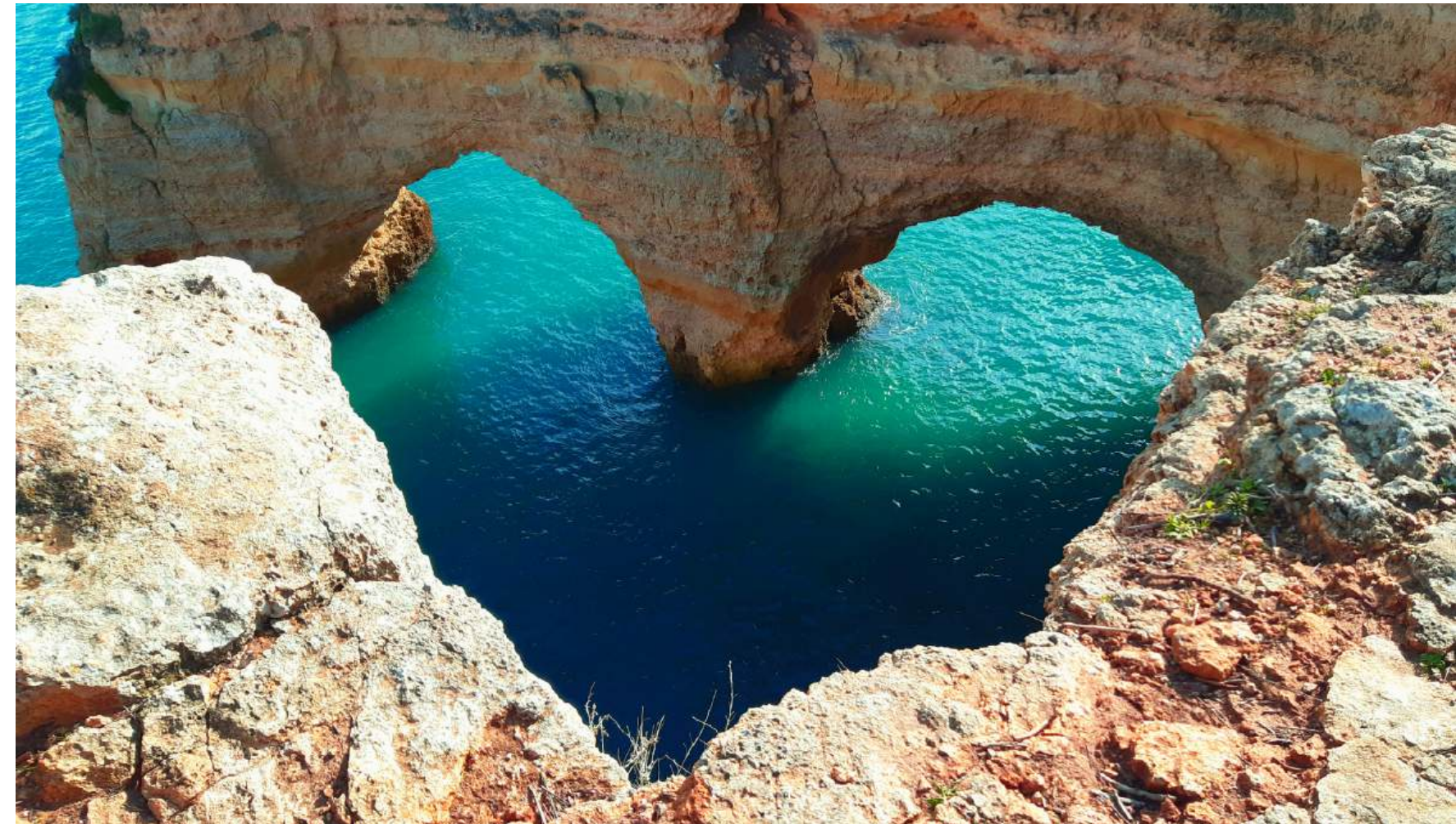
- Manual payroll process with frequent errors and inefficiencies.

### SOLUTION:

- Implemented standardized payroll workflows to ensure accuracy and compliance.
- Leveraged automation to reduce manual calculations and administrative workload.
- Strengthened compliance measures to prevent errors and improve audit readiness.

### IMPACT:

- Reduced payroll processing time and minimized risk of payroll errors.
- Improved overall efficiency and accuracy in benefits reconciliation.



### RESULTS:

- **Zero payroll errors, enhanced accuracy, and reduced administrative burden on HR.**

# CASE STUDY #4

## PEOPLE LEADER CIRCLE & RESOURCE HUB

### CHALLENGE:

- Managers lacked centralized resources for training, HR processes, and leadership development.

### SOLUTION:

- Designed the **People Leader Resource Hub**, consolidating playbooks, best practices, and HR documentation in one location.
- Built a **structured, year-long training and development calendar**, covering key HR topics such as performance management, DEI, employee engagement, and compliance.
- Created and facilitated leadership training sessions, equipping managers with the tools and knowledge to support and develop their teams.

### IMPACT:

- Improved alignment between leadership and People Ops.
- Enabled managers to access critical HR information quickly and efficiently.
- Increased leadership effectiveness and consistency through structured training programs.

- ### RESULTS:
- **Increased efficiency** in manager enablement, **improved HR process adherence**, and greater alignment between leadership and People Ops.
  - Established a **proactive learning culture**, leading to stronger leadership development and **improved team performance**.



# TESTIMONIALS & FEEDBACK



*"Tawny is a strategic and results-driven HR leader who transformed our talent acquisition and onboarding processes. Her ability to streamline workflows while maintaining a people-first approach has made a lasting impact."*

**- Vice President of People Operations**

*"Tawny consistently demonstrates a strong commitment to collaboration and organization. She has improved our operational efficiency and built a more connected and engaged workforce through thoughtful initiatives."*

**- Business Partner**

*"Tawny's leadership in creating the People Leader Resource Hub was a game-changer. Managers have structured support, which has improved decision-making and leadership effectiveness across the organization."*

**- Senior Leader & People Manager**

*"Tawny is one of the most tech-savvy and innovative HR professionals I've worked with. Her ability to implement solutions that drive efficiency while enhancing employee experience is outstanding."*

**- HR Technology Specialist**

*"Tawny is the most versatile HR professional I have worked with. She transformed our hiring, onboarding, and culture programs. Her ability to leverage HR technology and process optimization is outstanding in the work she does to enhance culture and efficiency."*

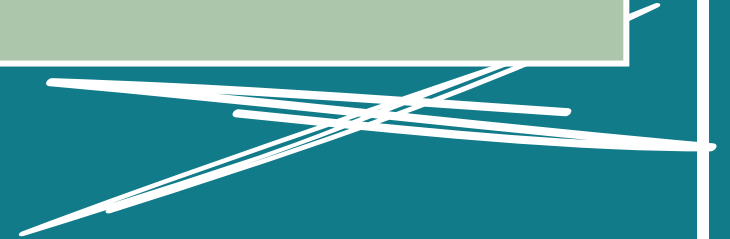
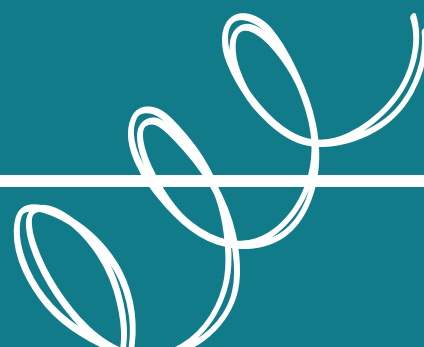
**- Former Manager**



# TECHNOLOGY & TOOLS EXPERTISE



| HR Function                                             | Tools & Technology                                                |
|---------------------------------------------------------|-------------------------------------------------------------------|
| <b>HRIS, Payroll, People Analytics &amp; Reporting:</b> | Workday, Paylocity, Looker/Google Data Studio, PowerBi            |
| <b>Talent Acquisition (ATS):</b>                        | Greenhouse, Paylocity, Enboarder, E-Verify, Truework, Lever       |
| <b>Performance &amp; L&amp;D</b>                        | Lattice, Paylocity, Deel, Workday, LearnUpon                      |
| <b>HR Automation &amp; Case Management:</b>             | ServiceNow, Jira, Notion, Coda, Wrike                             |
| <b>Project Management &amp; Communication:</b>          | Slack, Jira, Asana, Monday, Airtable, Notion, Google Suite, Canva |
| <b>Compensation &amp; Benefits:</b>                     | Paylocity, Sequoia, TiLT                                          |



# THANKS!

## Conclusion & Next Steps

- Passionate about **scaling HR operations, enhancing employee experience, and leading strategic HR initiatives.**
- Seeking **leadership roles in People Operations, Employee Experience, Internal Communications, or HR Systems & Technology.**



**Let's connect:**

**[tawnylabrum@gmail.com](mailto:tawnylabrum@gmail.com) | [linkedin.com/in/tawnylabrum](https://www.linkedin.com/in/tawnylabrum)**

