

CHRISTOPHER ANDREWS

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PROFILE

Accomplished People Resources and Communications expert with 8+ years experience in collaborating with C-suite leadership, and managing content for multiple platforms/audiences.

Additional 5+ years of experience helping organizations manage employee/new hire support, including recruitment and onboarding efforts for a high-volume of diverse candidates.

EXPERIENCE

PEOPLE RESOURCES COORDINATOR

Vera Institute of Justice | 2023 - 2026 | Brooklyn, NY

Various work within the People, Place, and Culture department includes:

Recruitment and Onboarding

- Coordinate and facilitate weekly onboarding process for new hires, and track attendance and engagement as necessary (includes leading People, Place and Culture Orientation).
- Manage full-cycle recruitment process for all open roles, including posting open positions across various platforms, screening resumes, conducting reference checks, and scheduling/organizing in-person interviews.
- Act as System Administrator for Greenhouse (Recruiting and Onboarding) platform to manage the pipeline of candidates for both current and future positions. Includes providing GH training sessions to employees.
- Handle logistics, interviewing and onboarding for several internship programs/partnerships.
- Prepare and send pre-employment paperwork, offer letters, and position change letters for all roles.
- Coordinate offboarding activities for employees exiting the organization,

Administrative/Finance Support

- Manage all personnel actions and payroll changes in ADP software.
- Compile bi-weekly payroll grid.
- Ensure employee documentation is properly archived (including personnel files, I-9 documentation, and job descriptions).
- Produce various employee documents for impromptu financial audits.

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EDUCATION

Stony Brook University
2008 - 2012
Bachelors of the Arts in
Journalism

Focus on web journalism,
with a multidisciplinary
concentration on
Diversity and American
Society

SKILLS, SYSTEMS, TOOLS

Greenhouse (Recruiting
and Onboarding)
ADP (Workforce Now)
Smartsheets
DocuSign/HireRight
Microix
OpenSource
LearnUpon/Articulate
Asana
Haystack
Workday

Microsoft Office Suite
WordPress
Cision PR
Google Suite
Slack

Canva
Adobe Photoshop
Final Cut Pro
Garage Band
FL Studio

LINKS

<https://www.linkedin.com/in/christopher-andrews-9460b8218/>

<https://christopherandrews.journoportfolio.com/>

INTERESTS

Avid runner with a love
for sci-fi. Currently
working on my first novel.
I also attempt to play the
drums sometimes.

Learning, Development and Engagement

- Plan and host org-wide learning/engagement events, including annual March Madness competition.
- Lead implementation, maintenance, communications, and engagement of org-wide Learning Management System (LearnUpon). Includes regular SCORM course creation via Articulate.
- Create education assistance usage reports for initiative directors in order to further employee professional and personal development plan progress.
- Manage employee education assistance and gym reimbursement benefit usage. This includes tracking use, facilitating reimbursement, and incentivizing greater usage of benefits.

Communications

- Lead graphic design initiatives for People, Place, and Culture (including monthly newsletters, visual LMS assets, office monitor slideshows, ad-hoc engagement efforts, and t-shirt designs).

ADDITIONAL EXPERIENCE

RECRUITING OPERATIONS COORDINATOR

Elastic | 2021 - 2022

- Work closely with candidates and recruiters to schedule and confirm virtual and on-site interviews.
- Manage interview processes in Greenhouse.
- Generate offers of employment, and initiate background checks for new hires (via Workday).
- Train new RecOps hires on needed software, and day-to-day duties.
- Perform ad-hoc administrative support functions for the Recruiting team.
- Respond to all external and internal Recruiting related questions/inquiries.
- Lead redesign of Recruiting Enablement Wiki pages.

PROJECT VOLUNTEER

One Thousand Schools | 2013 - present

- Participate in education-based service trips in Honduras with the org; an organization working to alleviate poverty and violence in Honduras through youth empowerment and education.
- Volunteer in the U.S. as a fundraiser and advocate at various events including auctions, galas, and runs.

WRITER/EDITOR

Johns Hopkins University | 2019 - 2021

- Create summary files for courses offered by all of JHU's academic departments.
- Edit additional summaries to ensure compliance with format guidelines.
- Distribute individualized content to all JHU professors.

MARKETING AND COMMUNICATIONS ASSOCIATE

Mount Sinai Health System | 2013 - 2018

- Compile and distribute daily and weekly hospital-wide e-newsletters.
- Partner with departments to create promotional materials for nationally recognized events (including Aspen Ideas Festival, and Sinai Innovations).
- Compile metrics documents of monthly press hits, and present findings to hospital leadership on a monthly basis.
- Edit/post bi-weekly Huffington Post, New York Daily News blog entries that feature high-profile doctors.
- Compile Weekly Roundups of press clips for Board of Trustees.
- Train new hires on best practices in various content creation.