

CHRISTOPHER ANDREWS

+1 631 335 3262 / crandrews.1988@gmail.com / Brooklyn, NY

CONTACT

+1 631 335 3262
crandrews.1988@gmail.com
<https://www.linkedin.com/in/christopher-andrews-9460b8218/>

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

PROFESSIONAL SKILLS/SYSTEMS/TOOLS

Greenhouse (Applicant Tracking System and Recruiting Software)
ADP (Workforce Now)
Smartsheets
DocuSign
Microix
OpenSource
LearnUpon/Rise Articulate (Learning Management System)
Haystack (Intranet Platform)

Microsoft Office Suite
WordPress
Cision PR Software
Google Suite
Slack

Adobe Photoshop
Final Cut Pro
Garage Band
FL Studio
REAPER

PORTFOLIO

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

EQUIPMENT

Nikon D7000
Nikon D300s
Various DSLR Cameras

PROFILE

Accomplished People Resources and Communications expert with 5+ years of experience helping organizations manage employee/new hire support, including interview, offer, and onboarding processes for a high-volume of potential candidates and new hires.

Additional 8+ years experience in writing, editing, and managing SEO-friendly content for multiple platforms/audiences.

EXPERIENCE

PEOPLE RESOURCES COORDINATOR

Vera Institute of Justice | 2023 - Present
Brooklyn, NY

- Partner with Associate Director of Learning and Development in planning learning events, manager/IC trainings, and org-wide engagement initiatives.
- Lead implementation, maintenance, and communications/engagement of org-wide Learning Management System (LearnUpon).
- Manage all personnel actions and payroll changes in ADP software.
- Create, distribute usage reports to initiative directors in order to facilitate an increase in employee progress towards completing training courses that support professional and personal development plans.
- Ensure necessary employee documentation is properly stored in electronic files (including personnel files, I-9 documentation, and job descriptions).
- Complete bi-weekly payroll grid, and financial audits on an as needed basis.
- Support the management of full-cycle recruitment administration for a variety of roles within the organization, including posting open positions across various platforms sourcing, screening resumes, scheduling and organizing in-person interviews, as needed.
- Maintain and update the applicant tracking system (Greenhouse) to manage the pipeline of qualified candidates for both current and future positions.
- Handle logistics, interviewing and onboarding for multiple internship programs (includes Justice Scholars, Genesys Works, NY Giants Touchdown Fellowship)
- Prepare and send pre-employment paperwork, offer letters, and position change letters for all roles.
- Coordinate and facilitate weekly onboarding process for new hires, and track attendance and engagement as necessary (includes leading People, Place and Culture Orientation).
- Coordinate offboarding activities as employees exit the organization.
- Manage employee education assistance benefit usage. This includes tracking use, facilitating reimbursement, and incentivizing greater usage of benefit.
- Lead all graphic design initiatives for People Resources (including monthly newsletters, visual assets for LMS, ad hoc engagement communications/efforts, and t-shirt designs).

ADDITIONAL EXPERIENCE

RECRUITING OPERATIONS COORDINATOR

Elastic | 2021 - 2022
New York, NY

- Redesign all Recruiting Enablement Wiki pages (included all content editing/rewrites, and graphic design elements)
 - Work closely with candidates, recruiters and internal stakeholders of all levels to schedule and confirm both virtual and on-site interviews.
 - Communicate schedules and changes if and when they occur in a concise/timely manner.
 - Manage interview processes in Greenhouse (Applicant Tracking System).
 - Generate offers of employment, and initiate background checks for new hires (using DocuSign and HireRight systems).
 - Act as a training buddy for new RecOps hires on needed software, and day-to-day duties. Answer all onboarding questions for new hires as well.
 - Perform administrative support functions as necessary for the Recruiting team.
 - Respond to all external and internal Recruiting related questions/inquiries.
-

MARKETING AND COMMUNICATIONS ASSOCIATE

Mount Sinai Health System | 2013 - 2018
New York, NY

- Improved, curated, and edited daily and weekly institution-wide e-newsletters, and press releases that reached an audience of 38,000.
- Managed all interactions with different departments to assist with their promotion for nationally recognized events such as the Aspen Ideas Festival, and Sinai Innovations.
- Created and presented metrics documents that analyzed national, local, international press hits. These documents were presented to Mount Sinai leadership on a regular basis, and increased yearly reach to 82,000 readers by 2018 (up from 14,000 in 2012).
- Edited/posted bi-weekly Huffington Post, New York Daily News blog entries that featured high-profile doctors. Spearheaded an effort that grew readership of these entries by over 2,000 views per post.
- Compiled Weekly Roundups of press clips for a Board of Trustees that included notable businessman, investor Carl Icahn.
- Mentored multiple new hires on best practices in various content creation.

PRESS TEAM INTERN

The Mount Sinai Hospital | 2012 - 2013
New York, NY

- Created and distributed press lists.
- Shot and edited interviews and b-roll for video pieces featuring various Mount Sinai doctors, staff, and patients.
- Assisted Marketing Vice President and Media Director with newsletter compilation,

CONTENT MODERATOR

Hinge | 2020 - 2021
New York, NY

- Reviewed ~400 user profiles per day in order to meet quota.
- Escalated sensitive user reports in a timely manner.
- Removed users violating Terms of Service.
- Surfaced and investigated user trends.

WRITER/EDITOR

Johns Hopkins University | 2019 - 2020
Baltimore, MD

- Created 30+ summary files for courses offered by all of JHU's academic departments.
- Edited all other additional summaries to ensure compliance with format guidelines.
- Distributed all individualized content to each JHU professor on short deadlines.

PROJECT VOLUNTEER

One Thousand Schools | 2013 - present
El Progreso, HN

- 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.
- Provide physical labor on a school build-site, and participated in Educational instruction on international development and Honduras in the evening.
- Volunteer in the U.S. as a fundraiser and advocate at various events.
- Participate in multiple fundraising events including auctions, merchandise sales and benefit concerts.