

STEFFI PATKO

PEOPLE & CULTURE SPECIALIST

May 17, 2024

TO WHOM IT MAY CONCERN,

It is with great enthusiasm that I submit my application for the position of HR Specialist at RemoteJobsListing.com as found advertised on remote.com.

Working in People & Culture and providing my fellow team mates with an exceptional experience throughout every interaction is more than just a job to me. It's what I love doing most and what motivates me to be a better version of myself every day. While being hungry for growth and having a can-do attitude, making meaningful connections and helping others thrive truly is my greatest passion.

I currently find myself at AbCellera - a Vancouver based biotech company - where I have honed my strategic HR knowledge all the while providing hands-on operational support across all teams. It is here that I developed a multitude of applicable skills that will allow me to excel as HR Specialist at RemoteJobsListing.com. Being the first point of contact for 600+ employees, I thrive in an environment where I can support others and provide a memorable experience throughout all employee lifecycle events. Working closely with the HR team, I provided administrative support to over 500 employee lifecycle events from performance management, leaves, onboarding, training and departures in 2023. I also take great pride in maintaining all employee records and carrying out all HRIS transactions. Having flawlessly executed on 4,000 data points last year, I can confidently say that data maintenance and data integrity are also amongst my expertise. I am passionate about HR policies and collaborated on developing and implementing half a dozen guidelines within the past 6 months. Aside from owning the global benefits management piece, more recently, I played a pivotal role in rolling out the RRSP benefits plan for all Canadian employees. Furthermore, I lead the virtual and in-personal onboarding process for Canada, US and Australia. I am especially proud that, over the course of last year I successfully coordinated and led the onboarding events for over 200 employees globally.

RemoteJobsListing.com offers me an exciting opportunity to join a team that, like myself, is highly motivated by empowering customers and employees alike and having a meaningful impact. I am confident that my drive to help others thrive and extensive background in people & culture has prepared me to be a successful HR Specialist at RemoteJobsListing.com. I am thrilled about the possibility of working with your organization.

If you have any questions or would like to discuss more about my resume, I can best be reached via email at steffipatko@gmail.com or directly at 604-779-2061.

Thank you for your time and consideration for an interview.

SINCERELY,



STEFFI PATKO

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PEOPLE-FOCUSED, EXPERIENCE-DRIVEN

Dedicated HR professional with **6+ years of experience** in recruitment, people support and HR policy implementation. Passionate about providing an extraordinary experience to my fellow team members and enabling others to reach their full potential. Seeking an opportunity to have a meaningful impact and further grow in People & Culture.

STEFFIPATKO@GMAIL.COM

604-779-2061

SQUAMISH, BC

WWW.LINKEDIN.COM/IN/STEFFIPATKO

HIGHLIGHTS

- German go-getter with a talent for multitasking and building strong relationships
- Owner of **global benefits management management**, led the rollout of Canadian RRSP benefits program
- Coordinated and led the onboarding of **200+** employees in 2023
- Managed over **500** employee lifecycle events over the past 12 months
- McGyver of problem solving; increased workflow efficiency by **15%**
- Implemented/updated **half a dozen** guidelines within the past 6 months

EDUCATION

Simon Fraser University

Human Resource Management Certificate

2022-2023

Coca-Cola European Partners

Event Management Apprenticeship

2006-2009

WORK HISTORY

2021 - PRESENT

AbCellera Biologics, Vancouver

People & Culture Specialist

People & Culture Coordinator

2017 - 2021

The Dirty Apron Cooking School, Vancouver

General Manager

Cooking School & Corporate Events Manager

Office Administrator

2016 - 2017

BBW International, Vancouver

Office Administrator

Event Staff

2014 - 2016

Working Holiday Experience Canada

2012 - 2014

Coca-Cola European Partners

Manager Events & Sponsoring

SKILLS

- Project Management
- People Support
- Benefits Administration
- Employment Law (US/CA)
- Compliance & Confidentiality
- Employee Experience
- Data Maintenance & Integrity

TOOLS

HRIS: BambooHR, ADP,

Greenhouse, Workday

Project Management: Trello,

Asana, Kissflow, Lucidchart

Software: GSuite, MS Office

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WORK EXPERIENCE

AbCellera

People Operations

- Collaborated closely with recruitment team on scheduling, screenings, follow-ups for 500+ candidates in 2023
- Spearheaded redesign of in-person and virtual onboarding experience
 - Provided an exceptional 2-day orientation to 200+ employees globally within the past 12 months
- Point of contact for 600+ employees
 - Managing up to a dozen employee inquires/day
- Key-driver of employee program development
 - Support of annual engagement survey, performance management process, career pathing opportunities

Process Coordination

- Owner of global benefits administration piece (Health & RRSP/401(k))
 - Acting as subject matter expert and handling all US and Canadian enrollments and member changes
- HRIS master & data integrity champion
 - Flawlessly executed over 4,000 data points in 2023
 - Managing monthly and quarterly reports
- Main collaborator on all employee lifecycle events last year (link between HRBPs, IT, facilities and payroll)
 - Championed offboarding process and supported close to 100 employee departures, coordinated 45 leaves

Documentation & Compliance:

- Safekeeper of all employee files
 - Successfully passed audit requirements in 2022 and 2023
- Stakeholder in development of HR guidelines & policies
 - Implemented/updated half a dozen guidelines within the past 6 months (e.g. sick leave, parental leave, vacation policy etc.)
 - Navigating US and Canadian provincial/state & government-issued laws and legislations

Project Management:

- Led and completed 5 projects in the past 6 months
 - HR team process guide creation, RRSP benefit implementation and rollout, workflow evaluation and modification, annual lifestyle benefits administration, Google Drive reorganization

The Dirty Apron

- Worked my way up from Server to GM in less than three years
- Responsible for all employee lifecycle events from hiring/training to performance management and departures
- Led team of 10
- Coordinated and organized 50 private events per year

BBW International

- Interviewed over 500 people in less than 12 months, hired 200
- Responsible for creating event staffing schedules