Alicia B. Nguyen

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Summary

Human resources specialist (recruitment and placement) with seven years in federal staffing and classification, advising managers from job analysis to selection.

Work Experience

Human Resources Specialist (Recruitment and Placement), GS-0201-11

Department of the Interior, Bureau of Land Management, Denver, CO | 05/2022 - Present | 40 hours per week

- Run 70 to 90 recruitments a year from job analysis to selection: assessment questions, announcements, qualification reviews and certificates.
- Apply veterans' preference and merit system principles on every certificate; no recruitment I ran was overturned on review.
- Advise 30 hiring managers on hiring options, including direct-hire authority, and cut average time to hire from 98 to 71 days.
- Classified 45 positions using OPM standards and wrote the evaluation statements.
- Trained 4 new HR assistants on qualification reviews and USA Staffing.

Human Resources Specialist, GS-0201-09

Department of the Interior, Bureau of Land Management, Denver, CO | 03/2020 - 04/2022 | 40 hours per week

- Processed 900 personnel actions a year in FPPS and checked them against the source documents.
- Reviewed applicants' qualifications for 40 announcements against OPM qualification standards.
- Answered pay, leave and benefits questions from 600 employees.

HR Generalist

Front Range Engineering, Denver, CO | 06/2017 - 02/2020 | 40 hours per week

- Ran hiring for 150 roles a year and onboarding for 3 offices; rebuilt the job description library.

Education

BA, Psychology, University of Colorado Denver, Denver, CO, 2017

Certifications and Licenses

- SHRM Certified Professional (SHRM-CP), SHRM, 2020

Skills

HR: Recruitment and placement, Position classification, Veterans' preference, Merit system principles
Systems: USA Staffing, FPPS, Excel