

## **Adline Fleurancy, MHRM**

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### **HUMAN RESOURCES ASSOCIATE**

Human Resources professional with extensive expertise in HR operations, benefits administration, and compliance. Skilled in managing HRIS data systems, organizing comprehensive employee onboarding processes, and curating wellness activities. Experienced in benefits tracking, payroll management, and conducting background checks. Adept at providing day-to-day operational support to enhance organizational efficiency and employee satisfaction. Bilingual in English and Haitian Creole.

### **AREAS OF EXPERTISE**

HR Project Management | Data Management | I-9 Management | Employee Wellness and Integration

### **PROFESSIONAL EXPERIENCE**

#### **Viking Global Investors LP, Stamford, CT**

**January 2022 - April 2024**

##### **Human Resources Operations Associate**

Managed employee HRIS data systems, organized comprehensive employee onboarding, and provided operational support for benefits and wellness programs.

- Organized all aspects of employee onboarding for over 130 new hires, over 20 interns, and over 50 temps and consultants.
- Managed employee data through BambooHR, Excel, and Visio programs.
- Curated and developed on-site and off-site wellness activities for employees.
- Tracked monthly benefit expenses to record changes to employee premiums and COBRA participants.
- Ensured compliance with federal, state, and local employment laws and regulations.
- Safeguarded confidential employee information including data and documents.
- Collaborated with the compliance team regarding employee regulation and federal, state, and local employment laws.
- Led recurring HR projects including ongoing background checks for current employees and new hire surveys.
- Sat on project working groups to improve company processes.

#### **Fora Financial, NY, NY**

**April 2021 - December 2021**

##### **Human Resources Generalist**

Assisted in benefits administration, managed the time and attendance system, conducted background checks and I-9 management, and handled payroll and overtime requests.

- Conducted phone screens, prepared offer letters, and new hire documentation.
- Supported performance review process.
- Worked with the HR Director on the Open Enrollment process and reporting.

#### **Wilson Elser LP, White Plains, NY**

**October 2019 - April 2021**

##### **HR Coordinator, Professional Development**

Executed multi-state CLE application filing and tracking. HRCI / SHRM certification applications and maintenance. Ran reports, evaluation statistics, and validated attendance as needed. Assisted attorneys and staff with any CLE/training questions.

#### **Premier Brands of America, Bronx, NY**

**June 2019 - October 2019**

##### **Human Resources Admin/ Payroll Assistant**

Prepared and updated employment records, interviewed potential employees and ran background checks, trained new employees on workplace safety, and supervised employee disciplinary action meetings with proper documentation.

- Oriented new staff to promote effective integration into the institute.
- Approved payroll timesheets and utilized ADP for payroll purposes and duties.

### **EDUCATION**

#### **Master of Science (M.S.) in Human Resources Management**

Manhattanville College, 2022

#### **Bachelor of Science (B.S.) in Public Health**

Southern Connecticut State University, 2018