

DAVID S. HARKER, PHR

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Education

CORNELL UNIVERSITY

Ithaca, NY

Dual degree candidate, December 2010

Johnson Graduate School of Management, Master of Business Administration

School of Industrial and Labor Relations, Master of Industrial and Labor Relations

Awarded merit-based partial scholarship from Johnson School

Awarded Deans Tuition Fellowship from ILR School

SHRLOE Co-VP of Symposium, Semester in Strategic Operations Immersion

BRIGHAM YOUNG UNIVERSITY

Provo, UT

Bachelor of Arts in American Studies, August 2002

Played cello in BYU Philharmonic Orchestra, 1998-99

Experience

2003-2008

BRIGHAM YOUNG UNIVERSITY

Provo, UT

Employment Specialist

- Managed applicant tracking system. Acted as primary liaison with PeopleAdmin (company that runs BYU's job site). Led team in creating new homepage and layout of job site. New homepage was vast improvement and PeopleAdmin has used it as example with other clients.
- PeopleSoft upgrade team member. Flowcharted hiring processes, attended upgrade meetings, identified and requested modifications, tested changes, and trained campus users how to use system. Team results achieved: BYU transitioned to nearly paperless hiring process and users have enjoyed greater convenience, shorter processing times.
- Screened applicant pools and recommended qualified applicants to hiring managers. Advised hiring managers on employee selection, interviewing, and hiring procedures. Recruited workers to fill staff and administrative positions.
- Supervised team of student project assistants. Hired and trained student employees to work as graphic designers, marketing assistants, and HR assistants. Coordinated work with managing director and helped ensure successful project completion.

2002-2003

Human Resource Specialist

- Coordinated departmental report submitted in preparation for university accreditation process. Processed hires of new student employees. Completed I-9 forms. Created signs posted in Student Employment Office. Updated website content.

2000-2002

CARROLL & COMPANY

Orem, UT

Benefits Specialist

- Benefits administration for company of 350+ employees. Increased participation in benefits programs by approximately 15%. COBRA, Worker's Compensation, 401(k). Collaborated with programmer to create web-based employee database.
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Other

Professional of Human Resources (PHR), Society for Human Resource Management

Conversational Spanish

Knowledge of PeopleSoft, Word, Excel, PowerPoint

President of BYU Human Resource Services Employee Association, 2005-2006

Lived in Spain for two years as missionary for my church

Eagle Scout