

Jason Wasilewski

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Professional Experience

Human Resources Intern

May 2023 – Present

SmartBank, Corporate Headquarters

Knoxville, TN

- Facilitated a talent development program for the company internship program by organizing the Annual Intern Volunteer Day with a Knoxville non-profit resulting in 20+ total community service hours
- Designed over 400 SharePoint Training Aids to provide instructional guidance on banking/operational procedures
- Leveraged personal LinkedIn presence to develop an employer brand for internship program, resulting in a total reach of 35,184 impressions and 908 engagements within a 3-month period
- Managed 3 HR-Initiatives by building, tracking, and executing project plans on project management platform, Wrike
- Ensured I-9 compliance by auditing company HRIS internal employee database
- Utilize UKG ATS to review resumes, phone screen, and select candidates for interviews to retail positions
- Observed Benefits Administrator to strengthen knowledge in FMLA administration

Graduate Teaching Assistant: Career Development Coach/Course Trainer

August 2022 – May 2023, August 2023 – Present

UTK Center for Career Development and Academic Exploration

Knoxville, TN

- Redesigned COUN 404: Job Search Strategies curriculum to better align with NACE competencies and AI developments
- Lead training to 25+ professional staff on Generative AI models (ChatGPT) to increase workflow efficiency
- Successfully execute weekly email marketing to over 4000 students, achieving an average open rate of 35%
- Provide 1-on-1 career coaching up to 20 students through weekly 30-minute coaching conversations
- Developed 10 individualized ADA reasonable accommodation plans to foster an accessible learning environment
- Organized training for 20+ learners per semester by bridging industry experts and stakeholders with course facilitation
- Build talent pipelines by organizing networking Q+A panels with employers and Arts & Sciences students
- Utilize leading campus recruitment platform, Handshake, to post/monitor jobs on behalf of large organizations

Human Resources Intern

January 2023 – May 2023

University of Tennessee-Knoxville, Office of Human Resources

Knoxville, TN

- Used Articulate Rise 360 to transform monthly new-hire orientation into a virtual asynchronous experience institution-wide, resulting in a 20% internal bi-weekly workflow efficiency improvement
- Consulted with a cross-functional HR team to utilize Articulate to successfully automate organization-wide onboarding
- Collaborated with 10+ stakeholders to develop content on employee benefits
- Expanded expertise in adult learning methodologies by shadowing staff development sessions across the organization

Student Recruiter/Tour Guide

June 2022 – August 2023

Middle Tennessee State University, Undergraduate Recruitment

Murfreesboro, TN

- Delivered a personalized tour experience to tour groups of 20-60 prospective students on the academics and student life
- Aided large-scale recruitment efforts by traveling around the Eastern region on the "True Blue Tour" initiative
- 1 of 4 selected to represent MTSU nationally in Washington D.C. at the "2022 Student Development Institute"

Education

The University of Tennessee, Knoxville

Knoxville, TN

Master of Science, Higher Education Administration

Graduation: May 2024

- **Research Focus Areas:** Employee Retention, Attrition, and Organizational Culture
- Society of Human Resource Management (SHRM), National Member (July 2023 – Present)
- East Tennessee Benefits and Compensation, Association Member (June 2023 – Present)

GPA: 3.9

Middle Tennessee State University

Murfreesboro, TN

Bachelor of Business Administration in Marketing

Graduation: May 2022

- **Minor:** University Honors Associate & Business Administration

GPA: 3.9

Skills

Skills: HR (UKG: Recruiting, L&D Admin, People Management), Content Creation (SharePoint, LinkedIn) Design, (Canva, PowerPoint)