

Neha Nabar

Little Rey - Houston - *Register Attendant*

SEPT 2024 - PRESENT

- Greet guests and take orders in our Tabbie POS
- White glove every guest interaction
- Present the menu, restaurant conception, and offer specials
- Create, pour, serve large batch drinks and salsas
- Recommend items to customers that match their preferences
- Assist with catering events, serve drinks and hors d'oeuvre selections
- Support other teammates with expo and floor during peak hours
- Multi-task answering phones, register, and take-out orders

The International Rescue Committee, Remote — *Recruiting Associate*

NOV 2022 - AUG 2024

- Created offer letters and coordinated candidate documents to support the Resettlement, Asylum, and Integration team
- Posted jobs on the careers page and external job boards
- Managed the department's expenses and completed vendor chargebacks
- Organized and managed onboarding for new candidates
- Planned DEI team events for our remote global recruitment team
- Created content to promote mental wellness for our remote team
- Tools I've used: Cornerstone, Integra, Microsoft 365, Workday, Box, Teams, Outlook, LinkedIn Recruiter, and Zoom
- My role was impacted by company restructuring.

Updater, Remote — *Recruiting Coordinator*

OCT 2021 - AUG 2022

- Scheduled virtual and phone interviews across all departments
- Created interviews based on requests sent to the candidate tracker
- White gloved every candidate experience from start to finish
- Coordinated Talent Acquisition team virtual events
- Brought up ideas for People Ops OKRs for the upcoming year including ideas around mental health coverage, creating performance reviews, and introducing DEI to the company
- Tools I've used: Greenhouse, Slack, Zoom, Gem, LinkedIn, Google Suite
- My role was impacted by company restructuring.

Google, Austin TX — *(Contract) Recruiting Coordinator*

JAN 2020 - JAN 2021

- Coordinated and scheduled all phases of interviews globally
- Collaborated with leads to determine team expectations and goals, and coordinating scheduling direction to a team of 30+ recruiting coordinators.
- Joined a leadership team to direct our coordinator team to ensure we have coverage to all departments across the world
- Joined DEI employee resource groups to engage in company community
- Tools I've used: Google Hire, Google Suite
- My role ended due to a contract.

EDUCATION - 2012-2016

Texas State University — *Bachelors of Science in Psychology*