

PROFESSIONAL PORTFOLIO

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# EMMA JO MCAULIFFE

TALENT DEVELOPMENT  
AND HUMAN RESOURCES



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# MY VALUES & MISSION

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## Values

I value leaning into discomfort, cultivating a growth mindset, and practicing proactivity in shared goals. I commit to these values with myself and with those around me.



## Mission

My mission is to serve as a catalyst for high performance within organizations. I hope to create a happier, healthier, and more inclusive workforce that propels innovation.

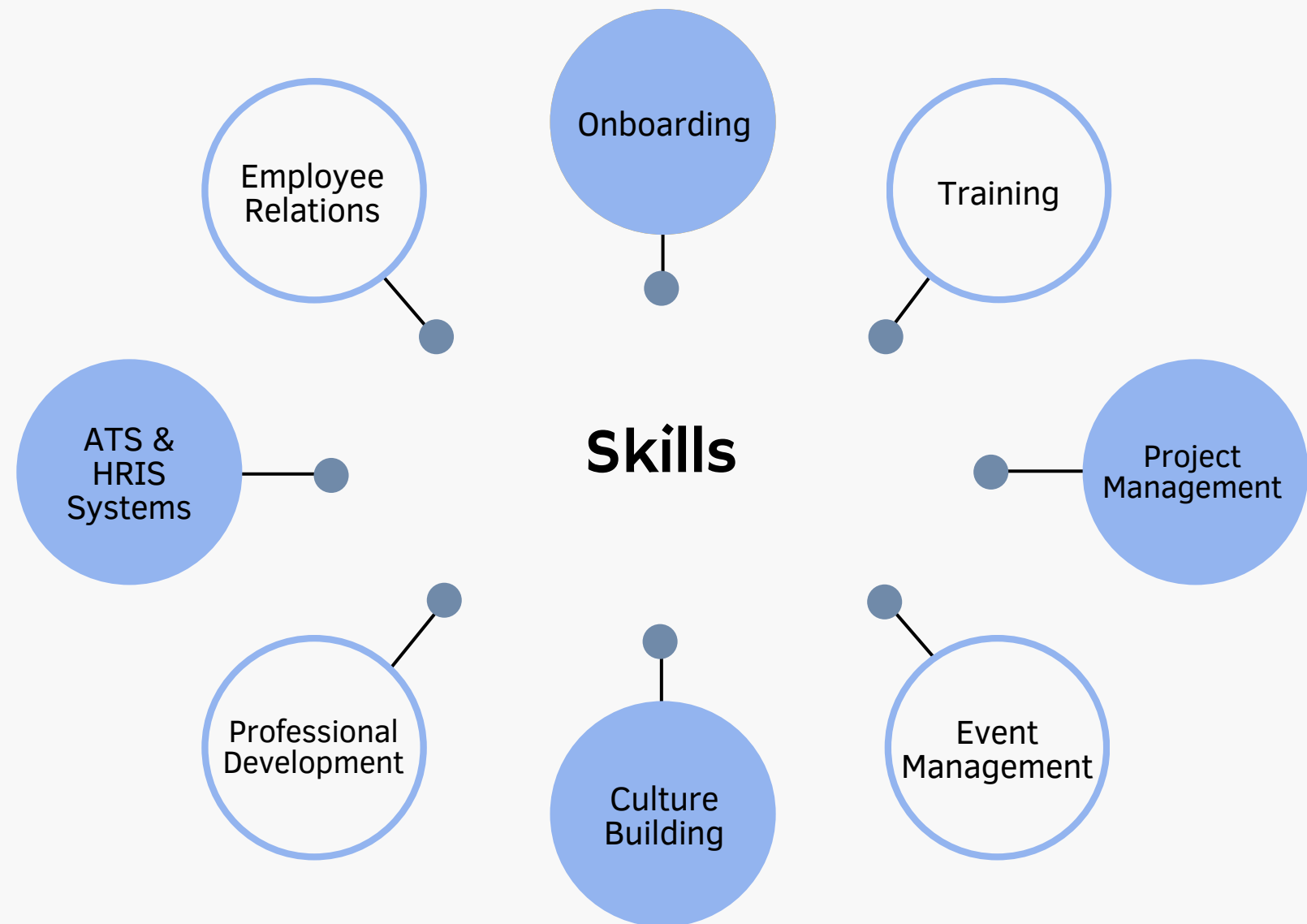
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“The only true wisdom is in knowing you know nothing.”

- SOCRATES

# SKILL HIGHLIGHTS

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# SKILL HIGHLIGHTS

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## OnBoarding

Writing contracts, i-9 forms, ordering equipment, coordinating with hiring manager, welcoming on first day, and leading onboarding presentation.

## Training

Facilitated four-week training for new team members, providing one-on-one coaching, conducting analyses on performance gaps, and delivering written and verbal feedback. Developed new best practice for training new hires. Organize 50-person training intensive offsite.

## Event Management

Organized and executed weekend retreat for 65 in D.C., Training week in Mexico, and virtual team culture events. I managed vendors, created surveys, analyzed event data, strategized outreach.

## Culture Building

Planned monthly morale-boosting events, and facilitated workshops to unify team culture. Led trust-building exercise for 12, including CEO. Helped plan annual retreat.

## Employee Development

Facilitated workshop on DiSC analysis to 50 interns and senior leadership. Presented on professional development for early careers, and provided one on one coaching for 12 interns.

## Enagament

Led Morale and Engagement team of 7, planned team building events. Led learning seminar on wellness at work. Wrote engagement surveys analyzed feedback, and presented results to management.

## Industry Practices & Trends

As a member of the Association of Talent Development and Josh Bersin's Academy, I continuously learn new industry insights.

## Software

ATS, HRIS, LMS:  
Workday, Greenhouse, Smart Recruiters, Service Now

# PROJECT SAMPLES

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## Onboarding

Enabled the launch of three cities by onboarding 35 new hires in under 2 weeks.

Standardized equipment process, increasing new hires that received equipment before their first day by 70%.

Collaborated with TA to transition to skill-based hiring.



## Culture & Engagement

Co-lead a team of 7 to plan and implement morale-building activities.

Organized, planned, and executed a weekend retreat for 50 people.

Led trust-building exercise for 12 employees and CEO.



## Talent Development

Presented on professional development to 20 graduating seniors.

Facilitated workshop from Simon Sinek's Find Your Why

Carried out four-week training for rotational recruiters.

# PROJECT HIGHLIGHT

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## PROJECT STREAMLINE ONBOARDING

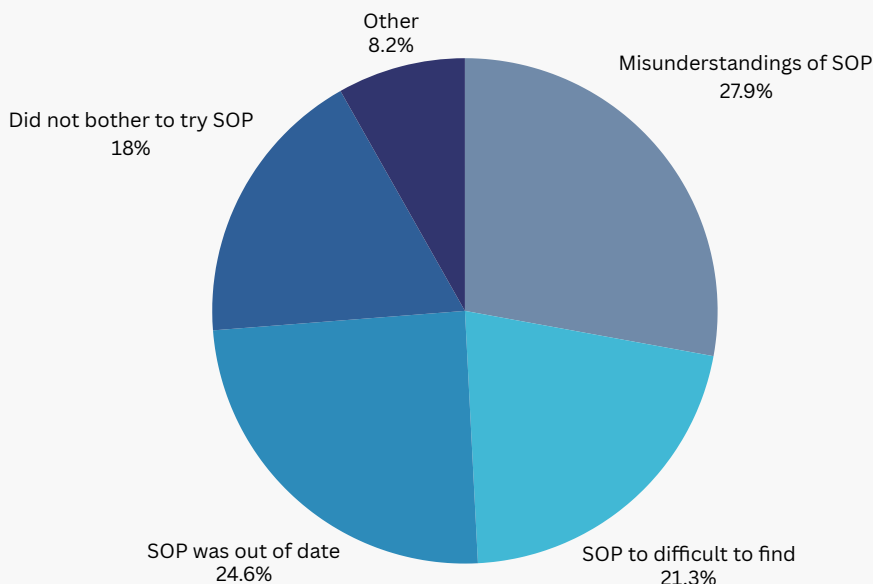
While serving on the onboarding team at LinkedIn, there was a growing frustration bubbling between my team and recruiters. There were many mistakes being made by TA, and it caused my team to feel that their time and their work was being undervalued, as well as increasing the time it took to onboard a new hire.

Since a lot of people felt this was personal, I took the time to meet with key stakeholders on my team and the recruit team. We established pain points, and how we would resolve those gaps. Talent Acquisition team members compiled and shared common misunderstandings they had, and my team shared our data on common mistakes made by recruiters.

It became clear that our internal SOP's needed to be overhauled, as many recruiters found them a waste of their time, leading to guess work and mistakes.

Our goal was to create uniform and up-to-date processes that were clearly laid out so that recruiter's would frequently utilize them. Our teams set a time frame of one month, but we completed it in three weeks. The following months saw 83% decrease in mistakes, and a 15% decrease in hiring timeline per new hire. The effort paid off so well, that my team decided to do the same process company-wide.

Process Gaps and Errors Identified:



91% of errors were resolved from this project.



# PROJECT HIGHLIGHT

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## PROJECT INTERN TRAINING INTENSIVE

While working at Choco, goals were always ambitious. But launching three new cities in three months seemed unheard of. We needed to hire fast, and train even faster. After our TA team hired 40 interns, I began the onboarding process and collaborated across departments to establish training needs. The training intensive had 3 goals for the interns. Develop understanding of the mission, build sales skills, and establish a team culture.

With a one-week deadline, I spearheaded confirming a location. To establish location requirements, I met with and aligned all stakeholders. Finding a location within our budget seemed impossible, but I negotiated a 50% discount on all 50 rooms at a resort in Mexico. I further built relationships with the staff to coordinate food, meeting locations, and equipment.

Over the weeks leading up to the retreat, I spearheaded communication with the new hires. I led meetings, provided visa assistance, and took one on one calls.

Once the training intensive began, my favorite part was facilitating one of the sessions, a DiSC workshop. After they all took the assessment, I had everyone group up by city and review their results. The assessment highlighted how people worked, and what they needed to thrive. Each team discussed how to work together, and made plans for navigating differences.

After the interns flew to their new city and settled in, it became clear how integral that week of training was. The interns trusted me with any question or issue. When conflict arrived, I reviewed the DiSC results to help make calculated decisions. I helped managers use it to identify motivational tactics for low performers, which increased sales by 23%.





# PRESENTATION EXPERIENCE

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## Experience Examples:

Early Career Building for Undergraduates

Onboarding Presentation for new hires

Facilitating Development Workshops

Leading Engagement and Celebration Activities

On-Site and Remote Training

Workplace Safety Training

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Early Career Building for  
Undergraduates:  
Presentation Slides



# REFERENCES

## NAME

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Thank you for taking the time to consider my work. I look forward to the opportunity to discuss the position and any immediate projects you currently have. Please don't hesitate to contact me for any additional information.



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