

# Tara Moore

Human Resources, People, and Brand Management

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📍 Austin, TX

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## WORK EXPERIENCE

### Senior Human Resources Business Partner GVA Property Management

04/2022 - 09/2022

Austin, TX

#### Achievements/Tasks

- Responsible for a team of 9 Regional Managers across 5 states in handling their Employee Relations needs with urgency, accuracy, and a balance of employee and employer perspectives.
- Lead a team of 3 Recruiters and 4 HR Team Members (Benefits, Payroll, HRBP, HR Coordinator) in day-to-day job functions, scope of current projects, and all new acquisitions in support of the Director.
- Partner with Senior Leaders and Executive Team Members to guide, prep, and navigate people related situations in a strategic and positive way. Collaborate on Talent Management, change management, people strategy, HR metrics, and organizational design.
- Establish and implement a performance management strategy with a focus on regular coaching, training, goal setting, and senior management communication of pathways, expectations, and opportunities for growth.

### Director of Operations - Human Resources, People, and Brand Operations Salon Centric/Redken Distributing Associates

09/2007 - 04/2022

Austin, TX

#### Achievements/Tasks

- Build strong working relationships between 20+ top subsidiary brands (Amika, Alterna, Joico, Kenra, Matrix, Mizani, Moroccan Oil, Lanza, L'Oréal, Pureology, Pulp Riot, Redken, and more) and each department team to allow for strategic collaboration and compliance.
- Establish a people-centric culture with successful communication and ideal operational processes across 8 departmental teams (Human Resources, Payroll and Benefits, Recruitment, Sales, Purchasing, Training and Compliance, Education, and Customer Service). Measure effectiveness, identify opportunities, and scale operations.
- Strategic Talent Management of the People and functional leadership in all things people-related. Ensure Employee Relations were handled in multiple areas with a hands-on approach, clear compliance expectations, and positivity.
- Mitigate obstacles and build out processes through careful analysis. Utilize regular risk assessment, trend forecasting, and scaled operations to support growth efficiently, effectively, and allow for an excellent experience for both the People and our customers.
- Compensation and Benefits plan design with hands-on administration, communication, and execution.

## SKILLS

Collaboration

Compensation and Benefits Design

Employee Relations

Impact Assessment

HR Administration

HRIS Integration

Managing Conflict

Payroll Processing

Process Development

Program Management

Project Reporting

Scaled Operations

Staff Training and Development

Recruiting

Strategic Planning

Strategy Execution

Strong Interpersonal Skills

Talent Management

Excellent Verbal and Written Communication Skills

## TECHNICAL SKILLS

### General

Cloud Systems, Event Planning/Hosting, Microsoft Office, Google Suite, Point of Sale Systems, Public Speaking Presentations, Salesforce, Teams, Zoom

### Human Resources

ADP, Benefits Management (Healthcare, Supplemental, Retirement), Dominion, Isolved, Ihire, Recruitment, Onboarding, Offboarding, Unemployment Responses, Workday

### Web Design/Social Media

Adobe, Canva, Content Creation, Landing Page Copy, SEO, Topical and Keyword Research, Social Media Ads/Marketing, WordPress

## EDUCATION

### BA in Psychology

University of Massachusetts

2017

Magna Cum Laude

### Texas Insurance License

General Lines, Life, Accident, and Health

2022

## WORK EXPERIENCE

### Senior Manager - People Operations Ulta

05/2005 - 08/2007

Denver, CO

#### Achievements/Tasks

- Interviewed, scheduled, and trained all new hires. Made sure they felt a part of the People team and understood compliance needs.
- Analyzed metrics to scale hiring and scheduling for all departments based on trend forecasting and loss prevention needs.
- Reviewed all hours, leave, and benefit information before payroll submission and processing.

### District Manager - People Operations and Human Resources Salon Centric/Redken Distributing Associates

11/2002 - 04/2005

Austin, TX

#### Achievements/Tasks

- Generated reports and analyzed metrics to ensure that HR Operations and programs aligned and continually improved to meet the needs of the People and the company.
- Utilized scaled operations to hire and train the People into ideal positions within the company. Created opportunities for their advancement through skill-based job design.
- Developed a compensation program based on the analysis that customer retention and employee retention go hand-in-hand.

## CERTIFICATES

### Google Project Management (2022)

*Foundations of Project Management, Project Initiation, Project Planning*

## HONOR AWARDS

### Top Distributor Award (2021)

*Excellence in Brand Development - REDKEN*

- Director of the team that ranked #1 in growth, educational support, and brand collaboration

### Top Distributor Award (2021)

*Excellence in Brand Development - PULP RIOT*

- Director of the team that ranked #1 in growth, educational support, and brand collaboration

## LANGUAGES

### English

*Full Professional Proficiency*

### Sign Language

*Limited Working Proficiency*

### Spanish

*Limited Working Proficiency*

## ADDITIONAL PROJECTS

### Bookboon Learning - People Development Author (2022 - Present)

### Beach Cove Books, LLC - YA/Women's Fiction Publishing (2018 - Present)