

Jill Nordahl

Senior HR Business Partner | HR Operations | HR Consulting

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Professional Summary

Solution focused HR professional with experience across SaaS, technology, HR consulting, and health & fitness energy and defense industries. Skilled in building and scaling HR infrastructure, modernizing systems, and driving engagement, compliance, and retention in high-growth environments. Recognized as a trusted advisor and confidential resource for employees and leaders alike, providing guidance and resolution with empathy and integrity. A collaborative leader with a trainer's heart, passionate about developing people, strengthening teams, and aligning HR strategy with business goals. Proficient in leveraging HR technology and AI tools, including ChatGPT and EasyGenerator, to streamline processes, deliver innovative training, and elevate the employee experience.

Core Competencies

- Employee Relations & Engagement
- Full Employee Lifecycle Management
- Leave Management
- HR Policies & Compliance
- Benefits & Payroll Administration
- Performance Management
- Training Design & Facilitation
- Leadership Coaching & Development
- New Hire Orientation
- U.S. & International HR Administration
- HRIS / HCM / LMS Implementation
- HR Technology & Automation
- Change Management
- Organizational Development
- Confidential Employee Support
- AI & HR Innovation

Professional Experience

Senior HR Business Partner

V Shred | Remote | 10/2022 – Present

- **Scale HR operations**, supporting workforce growth from 140 to 400+ employees and 200+ contractors in a hyper-growth, remote-first environment.
- **Leverage HR technology and AI tools**, implementing Business ChatGPT to streamline workflows and EasyGenerator to create scalable e-learning and training content.
- **Lead full employee lifecycle management**, overseeing onboarding, offboarding, I-9/E-Verify compliance, equipment coordination, and 30/60/90-day engagement check-ins.
- **Manage comprehensive leave programs**, including FMLA, ADA, maternity, bereavement, and other leaves, ensuring compliance, consistency, and empathetic employee support.
- **Enhance new hire integration** by designing and facilitating dynamic onboarding and orientation programs, including monthly SME roundtables.
- **Drive engagement and retention** through the design, launch, and analysis of pulse and engagement surveys, using insights to guide leadership decisions.
- **Develop and implement HR policies**, including referral bonus, communication guidelines, travel and equipment stipends, and handbook updates to ensure compliance and clarity.
- **Implement Dayforce (HCM) and Cornerstone (LMS)** to automate HR processes, enhance analytics, and support organizational scalability.
- **Develop and deliver engaging training programs** using a storytelling approach to simplify complex information and improve employee comprehension and retention.

HR Business Partner

FlashParking | Austin, TX | 11/2020 – 9/2022

- **Supported company growth** from 200 to 700+ employees through acquisitions and organic expansion.

- **Led full employee lifecycle management**, including onboarding, benefits, leave administration, payroll support, and offboarding.
- **Enhanced onboarding and engagement** by delivering structured programs and Paycom (HCM) training for new hires and managers.
- **Expanded Paycom capabilities** with new features for surveys, payroll, and performance reviews to streamline HR processes.
- **Serve as the sole HR Business Partner**, partnering with leadership and maintaining an on-site HR presence at both corporate and manufacturing locations to support employees, boost morale, and strengthen trust.
- **Supported the stock option process**, helping ensure accurate administration and employee understanding.

Sr. HR Business Partner and Consultative Solution Sales

AustinPeopleWorks | Austin, TX | 8/2020 – 10/2020

- **Served as interim HR support** on-site for a client following the departure of their sole HR representative, ensuring continuity of daily HR operations.
- **Managed core HR functions**, including employee relations, onboarding, policy administration, and day-to-day employee support.
- **Assisted with recruitment efforts** and onboarding of a permanent HR replacement to ensure a smooth transition.
- **Supported acquisitions and integrations**, preparing employee agreements and aligning HR processes across entities.
- **Acted as a trusted HR Business Partner**, providing guidance and resolving employee inquiries with professionalism and confidentiality.

HR Generalist / Project Lead – HR Software Implementations

Asure Software | Austin, TX | 4/2018 – 8/2019

(Joined company through acquisition of Austin HR)

- **Created and delivered onboarding programs** and assisted employees with benefits enrollment to ensure a smooth start and positive experience.
- **Implemented Grovo LMS** to centralize training content and support company-wide learning initiatives.
- **Supported HRIS, payroll, and benefits administration** for 600+ employees, including 401(k) elections, promotions, and state garnishments.
- **Trained new hires and employees** on the proprietary HRIS system to improve adoption and data accuracy.
- **Led HR integration projects** during acquisitions, ensuring compliance, consistency, and smooth transitions across systems.

Austin HR (acquired by Asure) System Administrator & Staff Accountant (2018)

Xait Inc. HR Operations / Controller (2012 – 2018)

Dovre Group HR & Payroll Coordinator (2006 – 2010)

Booz Allen Hamilton Senior Consultant & Lead Trainer (1999 – 2002)

Education / professional training:

SHRM HR Management Certification, AI Prompting, Bachelor of Science

Technology Skills:

MS Office, Google Suite, Business ChatGPT, MSTeams, Google Meet, Zoom, Slack, Paycom, Rippling, Dayforce, Cornerstone LMS, KnowBe4, Easy Generator (course creation), Jobvite ATS, Jira, DocuSign, Sterling, First Advantage, and E-Verify