

# Julia Menke

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PEOPLE ARE MY PASSION.

## CORE SKILLS & COMPETENCIES

- HRIS Systems (Workday, Kronos, Icmis, PeopleSoft, ADP)
- Bilingual (German/English)
- Intermediate knowledge of Spanish and Polish
- Organization and Time Management
- Creative Problem Solving & Multitasking
- Leadership
- Microsoft Office & Adobe Photoshop
- Social Media

## EDUCATION

Madisonville Community College, KY  
Associate of Applied Science in Business Administration, 2004

University of Arkansas  
Bachelor of Arts, expected 2024

## REFERENCES

Randa Allen (previous HR Director)  
417-680-4627

Stephanie Marave (previous HR colleague)  
479-340-4313

Ashley Reeves  
University of Arkansas – Industrial Engineering  
479-575-6029

## PROFESSIONAL EXPERIENCE

### Human Resources Partner

University of Arkansas – Division of Research and Innovation and Economic Development  
July 2021 - present

### Dual People and Culture Manager

Graduate Fayetteville Hotel & Graduate Oxford Hotel  
November 2019 – July 2021

- Created a brand new Human Resources department and implemented new culture training, safety initiatives and overhauled the Recruiting, Onboarding & Orientation Process
- Development of a Brand Diversity, Inclusion and Belonging Initiative
- Brand Training Coordinator on Property
- Responsible for all Human Resources Matters & Payroll
- Benefits Administration
- Employee Relations and Engagement
- Community Outreach
- Reduced employee turnover by 30%

### Human Resources Payroll and Benefits Administrator

Embassy Suites by Hilton - NWA  
June 2014 - November 2019

- Complete Payroll Administration
- Complete Benefit Administration
- Onboarding and Orientation (creation of complete new Orientation Process)
- Counseling and Coaching
- Performance Reviews
- Terminations
- Promotions and Internal Transfers
- Internal Audit and Policy Compliance (bringing the Audit score from 63% to 93%)
- Employee Recognition & Retention
- Employee Relations in highly diverse workforce
- Talent Acquisition
- Winner of the Embassy Suites Spirit Award 2015
- Make a Difference Committee President & Volunteer Coordinator