

# Yunmi Baker

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## HR PROFESSIONAL

### *One Minute Summary*









I am a San Francisco Bay Area HR professional with eight years of experience.

I have been a do-it-all HR Manager for a software startup in San Jose, a tech recruiter for an IT consulting firm in Santa Clara, an HR specialist for VMware in Palo Alto, and most recently, I managed benefits programs for 30+ Bay Area companies at a firm in San Mateo.




With this solid breadth of HR skills and experience, I am well suited for a generalist role and am ready to take on a wide variety of HR tasks.

### *HR Skills & Experience*





#### **HR Management**

-  Managed all HR functions at small software startup
-  Partnered with legal counsel to ensure H-1B compliance for sponsored employees
-  Responsible for reviewing and updating employee handbook, personnel files, job descriptions, job postings
-  Assisted senior managers with employee performance issues and conflicts
-  Conducted performance management/reviews
-  Performed exit interviews and evaluated top interns for post-grad retainment
-  Analyzed intern performance with PeopleSoft to determine stock and bonus program qualification
-  Organized intern events including "Summer Speaker Series" brown bag lunches



#### **Recruiting**

-  Responsible for full-cycle IT recruiting - sourcing/pipeline, contact, salary negotiations, offer letter, new hire paperwork
-  Partnered with R&D Engineering managers to design programs to attract top talent
-  Recruited students on campus from premier Comp Sci programs nationwide

#### **Benefits Administration**



-  Designed, implemented, and managed benefits programs for 30+ Bay Area companies
-  Provided strategic partnership and consultation to CEOs, CFOs, Heads of HR to ensure benefits program aligned with company's goals and objectives
-  Advocated proactively for employees on complex benefits issues and claims
-  Performed renewals, open enrollment meetings, plan implementation


#### **Induction, Orientation, Onboarding**


-  Ramped up 100+ summer interns by designing and leading new hire orientation
-  Arranged intern housing and relocation to the Bay Area

## *Employment*

### **Training & Development**


-  Administered professional development and training certification program for staff engineers
-  Motivated and engaged interns by setting up training and mentoring opportunities

 **Sequoia Benefits** - San Mateo, CA  
Client Service Manager (Mar 2008 - Nov 2010)

 **VMware** - Palo Alto, CA  
Human Resources Specialist (Feb 2006 - Aug 2007)

 **Taos** - Santa Clara, CA  
Recruiter (Sep 2005 - Feb 2006)

 **JWay Group** - San Jose, CA  
Human Resources Manager (July 2003 - Sep 2005)

 **IBM** - San Jose, CA  
Business Operations (Feb 2001 - June 2002)

 **Cisco Systems** - San Jose, CA  
Human Resources Intern (Apr 2000 - Nov 2000)

## *Education*

**BS, Business Administration, Marketing**  
San Jose State University - 1996 - 2001

**MBA, Management**  
Golden Gate University - 2010 - Present

**California Accident & Health, Life Insurance**  
License#: 0G1429