

Katie Honadle, SHRM-CP

katie.honadle@gmail.com • 270-925-5720 • www.katiehonadle.com

[Work Experience]

Condé Nast

February 2018 – Present

Generalist, People

- Provide HR support across technology and editorial clients: Data, Business Development, Project Management & Allure, Teen Vogue, Vanity Fair, The New Yorker, GQ, and them.
- Serve as strategic partner for succession planning and reorganizations, partnering with legal when needed
- Partner with internal recruitment and operations teams to maintain headcount information, as well as any hiring and termination needs
- Work with leaders on compensation planning, including off-cycle promotions, adjustments, title changes, and bonus components
- Handle any investigation and resolution of employee relations issues as they arise

Time Inc.

June 2015 – February 2018

HR Generalist, Associate Manager

- Serve as sole HR Generalist in NYC for Global Technology Services and Consumer Marketing & Revenue client groups
- Project manage development of severance tool, audit compliance, automation of organizational charts, and annual goal & talent reviews
- Work with employees through entire lifecycle from onboarding to exit interview, assessing employee needs, benefits, policy questions and company culture
- Guide all management levels through compensation planning, reorganizations and severance, succession planning, and HRIS system navigation
- Serve as advisor for Women in Technology affinity group, as well as co-launching company sports sponsorship program
- Assist with roll out and knowledge transfer from PeopleSoft to Workday
- Additional title held: HR Generalist, Coordinator

FAO Schwarz

September 2014 – June 2015

Human Resources Department Supervisor

- Manage university relations in the NYC area, setting up visits and attending job fairs
- Screen candidates, recruit, and hire for the entire 5th Ave. Flagship location
- Complete all new hire paperwork and all training to the sales floor
- Oversee ongoing conflict resolution, conduct investigations and oversee resolving harassment claims for all personnel
- Assist with development program to help in seeking out employees that are capable of moving to the next level

Lifeguard Press

August 2012 – August 2014

eCommerce Associate

- Launch the company Instagram account, run social media contests, and work to build followers as well as create brand awareness
- Work with various brands including Lilly Pulitzer, Kate Spade New York, Jonathan Adler, Dylan's Candy Bar, and Ban.do
- Build blogger relationships for PR and marketing opportunities

[Education & Certification]

Western Kentucky University

- Bachelor's Degree: Human Resource Management
- Bachelor's Degree: Social Media Marketing

Society for Human Resource Management

- Certified Professional, February 2017

References available upon request.