

Alexsis Bass

alexis.bass@gmail.com | [linkedin.com/in/alexisbass](https://www.linkedin.com/in/alexisbass) | alexisbass.com

EXPERIENCE

Forum Brands, New York City

Sept 2022 - January 2024 (layoff)

People Operations Coordinator and Office Manager

- Collaborated with senior-level HR team members to create a positive candidate experience; designed and conducted the Onboarding and Offboarding of all employees (including, equipment set-up and orientation sessions)
- Demonstrated exceptional leadership by overseeing internal operations budget, and inventory - resulting in long-term savings and the creation of/adherence to standard operating procedures
- Managed all office management functions, including but not limited to facility organization and upkeep, collaborated with security and building management on repairs, maintaining office equipment, and stocking pantries and restrooms (no task is too big or small!)
- Oversaw special events and workplace culture initiatives; owned KPIs related to DEI and Employee Engagement goals such as spearheading our ERG program and leading our Culture Committee, event coordination, and conducting quarterly inclusion-focused facilitations and focus groups/workshops - while researching and designing all materials
- Worked with CEO and Marketing & Creative teams to coordinate internal and external communications; acted as a liaison between general and administration departments (e.g., Finance, Human Resources, Senior Leadership)

ROOM, New York City

April 2022 - July 2022

People Operations Coordinator and Office Manager

- Supported across departments to develop SOPs for vendor services, Office Management, and Executive support
- Worked on the People Ops team to manage and coordinate interview processes within our ATS (Lever, Greenhouse)
- Arranged for maintenance of the office space such as redesign or expansions, cleaning, repairs, etc. (and getting scrappy as needed!)

One Drop, New York City

July 2021 - March 2022 (layoff)

People Operations Coordinator and Internal Comms Manager

- Worked with People Ops to develop, implement, and execute projects conducive to improving the end-to-end candidate experience and recruitment efforts; co-designed and implemented DEI/ERG programs to support company culture and talent retention
- Collaborated across departments to establish organizational messaging and appropriate processes for rolling out company-wide updates and initiatives, ensuring employees remain informed, included, and inspired; developed standard OKRs/KPIs roll-out process by ensuring operational alignment and mastering Ally.io
- Led or collaborated on special projects and office events involving staff and external business partners

Code Nation, New York City

December 2018 - August 2020 (layoff)

Events and Operations Manager

- Managed all office operations and events including board meetings, recruiting, and employee engagement events
- Prepared new hire welcome packets, background checks, I-9 verifications, and new hire onboarding orientations
- Partnered with HR to develop and enforce new hire onboarding, performance management, new HRIS applications and tools, workplace design projects, career development, etc.)

Bowery Residents' Committee/JRR Men's Shelter, New York City

July 2018 - October 2018 (Contract Consultant)

Facilities Operations Manager

- Established processes around maintenance, supply chain, monitoring, and other important areas of operation; worked cross-functionally with departments to make sure facility needs were met in a multi-wing facility of 200+ clients, or unhoused men

Resy, New York City*Office Manager***May 2017 - July 2018 (American Express acquired Resy)**

- Responsible for the overall day-to-day administration of the office
- Escalated issues as necessary or worked with building management on day-to-day facility matters such as security, cleaning and maintenance/repairs, emergency preparedness, and general issues

Songkick, New York City*Office and Culture Manager***December 2015 - May 2017 (Warner Music Group acquired Songkick)**

- Coordinated with UK and California Office Managers to build culture and develop processes for over 150 office and remote staff
- Managed employee experience and events from concept to execution; developed workplace budgets and operational processes for the office portfolio and internal events

Fabiani Cohen & Hall, LLP, New York City*Litigation Paralegal***June 2014 – December 2015**

- Proficiency in managing large caseloads and proven record of accurately managing projects under tight deadlines
- Demonstrated capacity to provide comprehensive support and employed research skills in a diverse range of legal and civil research databases
- Experience includes securing records, drafting motions, and managing litigation calendars. Excellent communication and planning skills with a hardworking and collaborative nature

EDUCATION

St. Thomas Aquinas College*Criminal Justice**Alpha Phi Omega*