

# NONNA STEFKA

Resource Specialist

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## PROFILE

Resource Specialist with 2 years of experience in optimizing organizational efficiency through the effective allocation and management of human, financial, and material resources. Proficient in process improvement, data analysis, and project coordination. Demonstrates strong communication and interpersonal skills, fostering team collaboration and stakeholder engagement. Committed to continuous professional development and driven to achieve measurable results in a fast-paced environment.

## LINKS

[linkedin.com/in/nonnastefka](https://www.linkedin.com/in/nonnastefka)

## SKILLS

Salesforce proficiency

Excel mastery

Tableau expertise

Python programming

QuickBooks navigation

AutoCAD design

SPSS analysis

## LANGUAGES

English

Bengali

## HOBBIES

## EMPLOYMENT HISTORY

### Resource Specialist at Aerotek, CT

Feb 2023 - Present

- Successfully managed and allocated resources for over 50 projects within a year, resulting in a 30% increase in overall project efficiency and a 25% reduction in resource-related delays.
- Streamlined the resource request process by implementing a new tracking system, leading to a 40% decrease in time spent on managing requests and a 20% improvement in resource utilization.
- Developed and conducted training sessions for 100+ team members on resource management best practices, contributing to a 15% improvement in project performance metrics and a 10% increase in overall team productivity.

### Associate Resource Specialist at Robert Half, CT

Sep 2021 - Jan 2023

- Successfully managed a portfolio of over 100 clients, resulting in a 35% increase in revenue within a fiscal year.
- Implemented a new candidate sourcing strategy, which led to a 25% reduction in time-to-fill for open positions and a 20% increase in client satisfaction ratings.
- Developed and delivered training programs for junior team members, improving their productivity by 15% and reducing employee turnover by 10%.

## EDUCATION

### Master of Science in Human Resources Management at University of Connecticut, Storrs, CT

Aug 2017 - May 2021

Relevant Coursework: Organizational Behavior, Talent Acquisition and Retention, HR Analytics, Compensation and Benefits, Employment Law, Performance Management, Training and Development, Workforce Planning, Labor Relations, and Strategic HR Management.

## CERTIFICATES

### Professional in Human Resources (PHR)

Sep 2021

### Certified Resource Management Professional (CRMP)

Sep 2020

## MEMBERSHIPS