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Anastasia Lafond

Experience

Talent Acquisition and Human Resources Coordinator - *January 2017 to Present*

Human Resources Intern - *July 2016 to December 2016*

PMX AGENCY, New York, NY

Supports all Talent Acquisition functions across offices. Tasks include scheduling, performing phone screens, managing internal processes, liaising with hiring managers and vendors. Represents PMX Agency talent brand to applicants, candidates, and new hires. Ensures recruitment and new hire onboarding process operates smoothly. Responsible for optimization and maintenance of ATS.

Supports all HR department functions nationally. Tasks include working in ADP to assist in payroll and update employee profiles, aiding in employee compensation, benefits administration and overall human resources record keeping, and the maintenance of all employee files and the HR filing system.

Communications Editor [Temporary] - *August 2016 to November 2016*

PASSERBUYS, Brooklyn, NY

Managed Passerbuys features in LA & NYC and managed partnerships & collaborations. Created feature pages using Squarespace. Photographed Passerbuys features and events. Processed images using Adobe Photoshop. Processed video clips using Final Cut X. Created content and maintained social media pages.

Production and Communications Intern - *January 2016 to April 2016*

MOMENT FACTORY, Montreal, Quebec

Documented projects at Moment Factory's studio as well as off-location using both video and photo. Loaded and unloaded equipment for shoots. Edited video footage in Adobe Premiere CC. Sorted through the company server to select the best footage for publishing.

Communications Intern - *April 2015 - February 2016*

4TH FLOOR, New York, NY

Created and monitored 4th Floor's PR social media plan: Facebook, Instagram and website updates throughout 2015-2016

Assistant, Video Department [Temporary] - *July 2014 - September 2014*

SCHOLASTIC, New York, NY

Time-coded videos for multiple magazines, including, *The New York Time Upfront, My Big World, Let's Find Out, Scholastic Action* and others, so they could be closed captioned and viewed on Scholastic's website.

Skills

Proficient in: ATS Systems: Lever / Benefits Payroll Systems: ADP and Zenefits, Photography, Videography, Adobe Photoshop CC, Adobe Premiere CC Final Cut X, Word, Powerpoint, Excel, Google Apps, Dropbox, Hootsuite, and Squarespace

Education

Bachelor of Arts Degree - Specialization in Communication and Media Studies - *September 2013 - June 2016*

CONCORDIA UNIVERSITY, Montreal QC Canada

Specialization in Communication and Media Studies

Classes included: Video I + II, Sound I, Intermedia, Media Criticism, Communication Theory, Mass Communication, Media + Cultural Context, Advertising & Consumer Culture, Advanced Studies in Documentary, Media + New Technology, Advanced Topics in the Photographic Image, Sexuality and Public Discourse, Television Studies

Languages

Bilingual: English, French. Knowledge of written and spoken Spanish
Studied at the Universidad Pontificia Salamanca, Spain (A2.2 Level)