

Faith Ellen Stanley

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EDUCATION

Lake Forest College, Lake Forest, IL

Bachelor of the Arts, Major in African American Studies

Minor in Business (Marketing)

RELEVANT EXPERIENCE

Bunda, Chicago, IL

Sales Associate & HR Assistant | May 2024 – Present

- Supported new hire onboarding, including welcome communications, orientation scheduling, and documentation.
- Assisted management in executing employee engagement initiatives and wellness events
- Maintained accurate employee records and client data using CRM systems
- Contributed to internal communications, ensuring clear dissemination of policy and schedule updates
- Collaborated on recruitment marketing strategies to enhance brand appeal and attract candidates

Lululemon, Skokie, IL

Educator (Team Development Support) | Oct 2023 – May 2024

- Supported people operations by helping train new staff and providing feedback to supervisors
- Maintained and organized staffing schedules and inventory logs for operational efficiency
- Engaged in cross-functional teamwork to support workplace harmony and high morale
- Acted as a point of contact for minor employee issues and escalated when appropriate

YogaSix, Highland Park, IL

Wellness Advisor & HR Support | Nov 2022 – May 2023

- Helped coordinate candidate outreach and scheduling interviews for studio positions
- Managed onboarding forms, digital documents, and employee data in internal systems
- Assisted in coordinating studio staff meetings and internal communication updates
- Contributed to a positive workplace culture through active listening and wellness advocacy

Orangetheory Fitness, Highland Park, IL

Sales Associate & Office Administrator | Jan 2022 – Oct 2022

- Processed member contracts and maintained confidential records securely in the system
- Compiled and analyzed sales and member engagement reports for use in monthly team reviews
- Handled appointment scheduling, employee document filing, and customer relations
- Supported management with administrative tasks related to employee scheduling and time tracking

EXTRACURRICULAR EXPERIENCE

We Just Breathe (Internship), Chicago Illinois May 2023-August 2023

- Managing spreadsheets of information to organize for potential partnerships.
- Putting together presentations for potential events/ partnerships.

- Meeting with a team twice a week to present.
- Putting together spreadsheets and data analysis
- Presentation preparation for potential partners

Black Women's United, Lake Forest College January 2022– May 2024

- Manage a \$1,000 budget, sent out email's weekly about upcoming meetings and events, put together events for women of color to come together and have a safe space.
- Listen to what black women on campus need to say in our space to help improve their experience attending a PWI.
- Finding black female influential speakers and alumni to come to our meetings to give words of encouragement to the group and or offer advice through their own experiences.

SKILLS

Technical: Facebook, Instagram, Tiktok, YouTube, Microsoft Platforms, Email Platforms, organizing event planning