



# Karen Lucas

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## **Overview:**

**SOFTWARE CAPACITIES:** Word, Excel, Access, PowerPoint (complex presentations with graphs and charts), Forms, Planner and Outlook.

**ADMINISTRATIVE CAPACITIES:** Answering Phones, Ordering Supplies, Making Travel Arrangements, Managing Calendars, Meeting Coordination and Event Planning.

## **Certifications:**

- **Human Resources Foundations**
- Project Management Foundations 2019
- Driving Organizational Accountability for Diversity Equity Inclusion and Belonging
- Employee Experience in a Hybrid Business World
- NYC Certified MWBE

## **Aptitude/Skills:**

- MS Office
- Word
- Excel
- Access
- PowerPoint
- Forms & Outlook
- Taleo
- Sage Abra
- Peoplesoft
- HRIS/HR Data Analyst: Data Migration, Employee/Contractor Demographic Migration, Quality Assurance Data Migration, HR Data Evaluation, HR Data Reporting
- Payroll Processing: ADP and Proprietary Systems Knowledge.
- Time Management
- Social Networking
- Travel Arrangements
- HRCI PHR Certified

## **Web Design:**

[karenlucas1.wixsite.com/ktapestry](http://karenlucas1.wixsite.com/ktapestry) / [www.kcookies.ecwid.com](http://www.kcookies.ecwid.com) / [www.thevault.ecwid.com](http://www.thevault.ecwid.com) / [www.ksmochagurlzwasted.ecwid.com](http://www.ksmochagurlzwasted.ecwid.com)

- 10 years' experience managing digital campaign activation/execution
- 10 years' experience working cross-functionally: Client, Sales, & Operations
- 10 years' experience managing multiple client campaigns and meeting deadlines.
- 10 years' experience developing client-facing deliverables using PowerPoint.

## **Education:**

Bachelor of Arts (BA) in Political Science, NEW YORK UNIVERSITY — New York, NY, 2005

## **Experience:**

United States ARMY Columbia, SC  
Civil Affairs Specialist

NOV 2024 to APR 2025



- Basic Combat Training

**K's Tapestry– Bronx, NY**  
**Owner, Founder & President,**

**Oct 2015 to Present**

- K's Tapestry is a HR Retention Strategies firm that assists companies with managing their most important resource: People. I possess a strong client focus and superior relationship building skills. I implement and improve internal HR policies including development of company structure, internal job requirements: consultants, employees, and leadership.
- **Independent Human Resources Contractor in various HR Capacities: Chief, Director, Generalist, Specialist and Analyst.**
- Established Media and Branding Campaigns.
- Work closely with job boards and social media recruitment.
- Training and re-organization of Contributing Journalists, Consultants and Account Managers teams.
- **Provided/Completed HR & Compliance deliverables to external clients: Health & Hospitals corporation (HHC) at various locations.**
- **Payroll Responsibilities:** Process payroll for hourly and salaried employees, provide assistance in entering and paying all wage garnishments, process property payroll transfer reports, ensure benefits deductions are accurate, conduct audits to ensure accuracy and maintain data integrity, provide support to leadership team for various other accounting related projects.
- Identified and implemented all policies and procedures.
- Ensured that new hires: 1099, Consultant, Employees and Leadership are compliant with Federal, State and City regulations and prospective client compliance requirements.
- Company employee communication and supervision.
- Compensation and benefits administration.
- Manage unemployment claims.
- Making travel arrangements.

**NorthStar Asset Management. – New York, NY**  
**HR Generalist**

**Dec 2015 to Jan 2016**

- Migrated HRIS data into newly acquired system.
- Managed multi time zone calendar.
- Coordinated candidate availability, Interview time and send confirmations.
- Managed and updated ATS.
- Migrated HRIS data into newly acquired system.
- Ad Hoc duties including assistance with HR specific training.

**PARTNERS GROUP. - NEW YORK, NY**  
**HR Coordinator**

**Oct 2015 to Nov 2015**

- Coordinated interviews for various departments.
- Managed multi time zone calendar.
- Coordinated candidate availability, Interview time and send confirmations.
- Managed and updated ATS.
- Migrated HRIS data into newly acquired system.
- Performed general administrative duties

**Bellevue hospital- New York, NY**  
**Recruiter**

**Jan 2015 to March 2015**

- Worked with agency partners to identify key talent for temporary Allied and Non-Clinical



- opportunities within the hospital.
- Worked with departments to identify qualified candidates for vacancies.
- Audited temp files to ensure that all employees meet hiring standards.
- Coordinated with OHS to obtain medical clearance for incoming temp.