

MEGAN MCFADDEN

SUMMARY

Dynamic and highly motivated professional with experience at the National Park Service, excelling in employee onboarding and payroll processing. Known for effective communication and attention to detail, I adapt swiftly to changing environments while delivering exceptional customer service. Proven ability to enhance team collaboration and drive operational efficiency. Dynamic contributor with a strong desire for continuous learning and an unwavering commitment to embracing new experiences.

EXPERIENCE

Human Resources Assistant & Admin Support Assistan, 11/2011 - Current National Park Service; Washington Office - Fredericksburg, VA

- Delivers exceptional customer service to supervisors and new hires within National Park Service (NPS)
- Operates multiple computer applications to record personnel information
- Facilitates communication with new hires from initiation to completion of hiring and onboarding tasks
- Maintains accurate records of employee information such as wages, performance reviews, benefits, leaves of absence.
- Responds to internal and external HR-related inquiries or requests.
- Assists with payroll preparation by collecting timekeeping information and processing reports.
- Participates in HR training and workshops to improve skills and knowledge.
- Processes paperwork associated with personnel transactions, such as promotions or terminations.
- Answers questions regarding salaries, benefits, and other pertinent information.
- Gathers personnel records from other departments or employees.
- Reviews and processed payroll-related actions to drive data accuracy and comply with company policy and federal regulations.

Pedestrian & Teacher Extras, 07/2024 - 07/2025

Kendall Cooper Casting - Washington D.C.

- Participated as an extra for an upcoming untitled Netflix feature film by Kathryn Bigelow
- Participated in a pre-fitting session for the role of a background Teacher



CONTACT

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SKILLS

- Highly motivated
- Goal-oriented
- Outgoing
- Effective communication
- Attention to detail
- Adaptable
- Customer service
- Employee onboarding
- Payroll processing
- Data management
- HR compliance
- Record keeping
- Following directions

- Maintained personal appearance by meeting costume and makeup requirements.
 - Arrived early on set each day in order to be ready when cameras began rolling.
 - Stayed in character throughout the entire shoot and adhered to costume requirements as specified by production staff.
 - Adapted easily when changes were made during filming process due to unforeseen circumstances.
 - Provided background atmosphere while filming was taking place by engaging in conversations with other extras or providing appropriate reactions when necessary.
 - Kept up with long days of shooting on location or at a studio without complaint.
 - Respected personal space boundaries while working on crowded sets.
 - Memorized directions quickly so that no time was wasted during filming process.
 - Collaborated with other extras to create an immersive environment for each scene being shot.
 - Maintained high levels of energy and concentration during long shoots and performances.
 - Followed all directions to keep the process moving smoothly.
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EDUCATION

Bachelor of Arts, Parks & Recreation Management, 05/2009

Northern Arizona University - Flagstaff, AZ

ACTIVITIES

- Assistant coaching my daughter's Little League softball team
- Metal detecting
- Gardening
- Basic woodworking and carpentry skills