CAMILLE HIGH

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PROFILE

Highly motivated and results-oriented professional with a passion for technology-driven programs and proven record of successful project execution. Skilled in operational problem-solving and creating technology solutions within Human Resources. Driven to lead in business operations where technology, operations, and strategic thinking intersect to drive impactful solutions.

SKILLS, COMPETENCIES & CERTIFICATIONS

Tools & Software: Workday, Microsoft Power Apps (Bi, Automate, Apps), Jira, Smartsheet, Lucidchart, SAP, Oracle- PeopleSoft, Microsoft 365 (advanced)

Competencies: HR operations & compliance management, project management, process improvement & workflow automation, data analytics and visualization, strategic decision making, executive presentation, visual design, strong communication and interpersonal skills

Certifications: Microsoft Excel Advanced Certification, Simpliv PowerBi 25hr Training Completion

EXPERIENCE

Momentum Worldwide | Atlanta, GA

Manager, HR Operations **Feb 2025 – present**

- Serve as Change Lead for the company's transition to Workday, partnering with cross-functional stakeholders to redesign processes, define system requirements, coordinate training, and ensure a smooth adoption across HR, payroll, and onboarding functions.
- Lead operational innovation with cross-functional teams to design and execute a freelance request and approval portal, significantly improving operational efficiency by reducing manual processes, introducing automations where appropriate and accelerating approval workflows.
- Lead and develop a two-person HR operations team, fostering collaboration, accountability, and professional growth.
- Supervise the Onboarding Associate, ensuring seamless integration of all new full-time and freelance employees through efficient processes, clear communication, and positive employee onboarding experience. Managing an average of 75 freelance requests and 15 new hires per month.
- Oversee the Payroll Associate, ensuring payroll is processed accurately, timely, and in compliance with company policies and regulatory requirements.
- Manage the HR Operations master calendar, ensuring all key HR, payroll, and onboarding transactions are completed accurately and within required timelines to maintain compliance and operational continuity.

Sr Associate, HR Analytics & Technology **Sept 2023 – Feb 2025**

- Partnered with Finance teams to identify inefficiencies in the payment process through stakeholder interviews, leveraging feedback to design and implement a streamlined timesheet approval, tracking, and payment system that improved efficiency, enhanced accuracy, and ensured audit compliance.
- Architected and maintained a cross-functional global HR data Power BI dashboard, providing executive-level insights and delivering data-driven recommendations. Effectively responded to ad hoc data requests, supporting leadership with timely, actionable intelligence.
- Launched a userfriendly PowerApps portal that enhanced data accessibility for over 50 business leaders; the application improved operational efficieny by enabling immediate access to crucial employee information for strategic planning .
- Collaborated as a trusted advisor and HR data and reporting specialist for the Technology and Operations team, playing a pivotal role in the deployment of Kantata, a cloud platform that standardized project management methodologies across the organization.

HR Associate, Business Partner **Dec 2021 – Sept 2023**

- Lead the research, design, and production of agency Intranet site while working closely with technology and creative teams to define the technical and creative approach; resulted in employee self-service approach to information gathering and increased transparency across the agency.
- Built strong partnership with over 80+ creative, production, and account management talent partners, providing top-tier support and guidance in relation to conflict resolution, career development, employee relations, etc.
- Collaborated with the internal People Team to create and provide support for ongoing internship programs, contributing to the recruitment, program design, and overall program execution creating a best-in-class experience.
- Worked within numerous project teams at one time with the ability to prioritize, track, and meet key deadlines.

NCR Corporation | Atlanta, GA

Human Resource Specialist **Oct 2020 – Nov 2021**

- Managed multi-phased creation and implementation of a global onboarding website while consulting business partners, vendors, and cross-functional teams worldwide. Developed documentation, needs assessment, resource gathering, and conducted user training and support for 200+ internal users.
- Managed a global DEI project, partnering with senior leadership to direct internal and external team members to define event goals, deliverables, budget, and schedule; acted as project manager by tracking, prioritizing, managing deliverables, and leading weekly status call with project leaders.
- Managed the onboarding of 1000+ new hires, ensuring the successful production of both virtual and in-person events.

Regions Bank | Atlanta, GA

Community Affairs Intern **June 2019 – Aug 2019**

- Conducted research and analysis on corporate social responsibility initiatives, designed proposal for future programs.
- Presented financial education training to various audiences (youths, professionals, state inmates, etc.).

EDUCATION

Georgia Institute of Technology | Atlanta, GA

Master of Business Administration **August 2024 - present**

- Intended Concentration: Management of Information research

Auburn University | Auburn, AL

Bachelor of Science in Business Administration **Graduated: May 2020**

Major: Management; Minor: Human Resource Management

- Honors: Graduated Magna Cum Laude, Dean's List; Executive MBA Endowed Scholarship Recipient 2019 – 2020