

# Asha Sreenivasan

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## PROFESSIONAL SUMMARY

Candidate Experience Specialist with 4+ years of experience supporting high-volume corporate & technical hiring. Expertise across interview scheduling, availability coordination, offer/onboarding operations, and pre-hire compliance (I-9, DOT).

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## SKILLS

**Talent & Candidate Experience:** High Volume Interview Scheduling, Intake Coordination, Candidate Communications, Offer Lifecycle Management, Requisition and Hiring Workflow Management, Pre-Hire Compliance (I-9 DOT, Background Checks)

**Reporting & Operations:** ATS Data Integrity, Hiring Activity, Compliance and Peer Equity Reporting, Process Documentation

**Collaboration:** Availability and Cross-Functional Coordination (HR, Candidates, Compliance, Vendors)

**Tools:** ATS (Workday, iCIMS, SAP HR, PeopleSoft), MS365 (Excel, Word, Teams, Outlook, PP), Zoom, Google Calendar

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## WORK EXPERIENCE

**Optimum Communications** (Working through **People Science** starting Mar 2025)

**Bethpage, NY**

*Candidate Experience Specialist*

*Feb 2022 - Feb 2026*

- Coordinated 20+ interviews weekly across 15+ recruiters for Network, News & Advertising, Corporate and Sales teams.
- Primary communication point for 200+ candidates per quarter, facilitating intake calls, interview scheduling, offer letter creation, background check initiation, I-9 compliance, start-date alignment and onboarding for internal/external hires
- Managed DOT and physical assessment process, coordinating recruiter, hiring manager and candidate availability with third-party vendors; achieved clearances on schedule while adhering to regulations through audit-ready reports
- Maintained ATS accuracy by tracking status of offers in progress, open requisitions, and onboarding; produced 5+ peer equity and compensation support reports for hiring managers to inform all offer strategies and uphold pay alignment.
- Documented workflows for internal training/knowledge transfers, driving process improvements in talent operations.

**Asha's Culinary World**

**Dayton, NJ**

*Owner*

*Jul 2017 - Present*

- Founded South Indian catering business specializing in cultural/holiday events serving 25-150+ guests per occasion.
- Managed 10+ catering events, coordinating logistics, client communications, menu planning, and food preparation.
- Social media presence with 10,000+ followers across YouTube, Instagram, and Facebook platforms.

**USPS**

**Trenton, NJ**

*Mail Processing Clerk (PSE)*

*Nov 2014 - Jul 2017*

- Facilitated automated mail sorting and distribution systems; supported high-volume, time-sensitive mail operations.
- Processed and tracked large daily mail volumes while meeting strict accuracy, compliance, and delivery timelines
- Generated operational reports to monitor throughput and locate processing issues, supporting process improvements.
- Collaborated with cross-functional teams to resolve system or workflow issues impacting mail service delivery
- Developed strong attention to detail, operational discipline, and adherence to standardized procedures

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## EDUCATION

**Government College of Engineering, Kannur**

**Kerala, India**

*Bachelor of Electrical and Electronics Engineering*

*1998 - 2002*

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## ADDITIONAL INFORMATION

**Certifications:** Workday Basic Series (Jan 2026), HRCI Human Resource Associate Professional (Jan 2026)

**Work Authorization:** US Citizen