Khmille Paulo, MBA, SHRM-CP

Dedicated to continuous process improvement.

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Experience

Juvenile Court Center, Pima County (November 2024- September 2025)
HR Specialist

- Directed a strategic planning team to redesign an onboarding program and content aligned with the Superior Court of Pima County's policies and procedures.
- Created a resource and trained staff for the Department of Child Safety's Centralized Background Check web portal implementation
- Managed FMLA and other leaves for 12 departments
- Conducted fingerprinting and oversaw background screening for applicants, contractors, and volunteers
- Processed personnel actions for 12 departments
- Generated ad hoc reports utilizing the Juvenile Court facility's access control system.
- Generated weekly reports regarding employee leaves and Form I-9 completion

South32 (October 2022- June 2024)
HR Coordinator

- Managed the end-to-end recruitment process, including posting job advertisements, sourcing candidates, collaborating with hiring managers throughout selection, and extending employment offers.
- Utilized HRIS to initiate personnel actions
- Conducted pre-employment screening, including background reports, drug screening, and physicals
- Oversaw the coordination of onboarding activities, including equipment delivery, training sessions, and transportation arrangements.
- Conducted New Hire Orientation, including an explanation of the current benefits program and responses to employee inquiries
- Verified work authorization for all new employees
- Tracked employee completion of LMS (learning management system) modules through weekly reporting
- Performed monthly reconciliations of employee benefits invoices and PTO balances
- Maintained employee files

Acadia Healthcare, Sierra Tucson (March 2022 – June 2022)
HR Generalist

- Full-cycle recruitment
- Conducted pre-employment screening
- Verified work authorization of new employees
- Processed personnel actions in HRIS, including hires, terminations, promotions, demotions, supervisor changes, salary changes
- Maintained employee files

State of Arizona, Department of Child Safety (November 2019- January 2022)
Human Resources Analyst

- Processed and audited personnel actions in HRIS
- Processed requests for retroactive pay adjustments
- Conducted New Hire Orientation

Recruiter

- Full cycle recruitment
- Performed pre-employment screening, including public court records, central registry, motor vehicle reports, predictive index assessments, and fingerprint clearance validation.
- Maintained employee files

Recruitment Assistant

- Conducted employment verifications on behalf of external organizations
- Distributed weekly job announcements to over 1,200 recipients
- Updated databases daily

Education

Society for Human Resource Management Certified Professional
Certificate obtained February 2024

Grand Canyon University
Master of Business Administration with an emphasis in Strategic Human Resource Management

University of Arizona
Bachelor of Arts in Sociology

Skills

HRIS/ATS:
UltiPro, Workday, PageUp, SuccessFactors

Third-Party Vendors:
Universal Background Screenings, Concentra, EScreen, Work Number, Thomas & Company

Software:
Microsoft Suite, DSX, Assure ID