



## EXPERIENCE

- 2014-2016 **CAMPUS ORGANIZER/ GATHERING SUPPORT**  
NEWLIFE CHURCH
- Create and print materials for gatherings each week, including handouts, banners, screen graphics, etc
  - Create event graphics and promotions
  - Purchase and manage all campus supplies
  - Provide event management for gatherings of 200-250 people, manage volunteer staffing
- 2008-2009 **I-9 COMPLIANCE/PAYROLL SUPERVISOR**  
STARBUCKS COFFEE COMPANY
- Manage 3 teams- I-9 compliance, personnel records, and records corrections call support
  - Raise whole company I-9 compliance from 29% to 89% through targeted individual project implementation (over 500k employees)
  - Improve new hire document process
- 2007-2008 **HUMAN RESOURCES ASSOCIATE**  
STARBUCKS COFFEE COMPANY
- Facilitate employee dismissal meetings and deliver individual severance packages
  - Collaborate with legal and management teams to effectively downsize targeted business units
  - Work with Organizational Planning team to restructure and implement team changes
- 2004-2007 **HUMAN RESOURCES COORDINATOR**  
STARBUCKS COFFEE COMPANY
- Manage HR program activity. Create reports, charts, tables, graphs and presentation materials
  - Coordinate aspects of large projects and events
  - Educate employees on company policies and guidelines, including compensation and benefits

## EDUCATION

- 2016-2018 **MA, GRAPHIC DESIGN**  
Academy of Art University,  
San Francisco
- 2000-2002 **BA, THEOLOGY**  
Taylor University, Canada

## SKILLS

Adobe InDesign  
Adobe Photoshop  
Adobe Illustrator  
Adobe Xd  
InVision  
Wix Website Creator  
Microsoft Office Suite

## CONTACT

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