



## TANYA ELIZABETH COUCH

### HR/BUSINESS PROFESSIONAL

phone: 832.314.8007

email: tanyaecouch@gmail.com

address: 1294 Cottage Court Drive  
Fairborn, OH 45324

### ABOUT ME

Bilingual (Spanish) MBA candidate (May 2015) experienced in talent management processes, organizational behavior, and employee benefit analysis. Analytical thinker skilled in data analytics, preparing reports, and making recommendations to senior management. Experienced in company due diligence, business plan review, and providing recommendations on venture capital investment potential. Experienced working in cross functional, global teams with the ability to effectively communicate, lead by example, exceed expectations, and complete projects on time.

### PROFESSIONAL SKILLS

Fluent in Spanish  
Clear communicator  
Self-motivated  
Team-oriented  
Encourager

### HUMAN RESOURCE SKILLS

SHRM Member  
Taleo  
SilkRoad  
Success Factors (SAP)  
Lotus Notes  
Outlook

### HONORS

Baylor University Provost's Gold Scholarship  
Baylor University Dean's Academic Honor List  
1<sup>st</sup> Place—Baylor University Ethics Case Competition

### WORK EXPERIENCE

#### G51 Capital // Fall 2014 - Spring 2015

At G51, I worked directly with the main firm partner. Tasks included: deal flow, analysis of market, team, and product, provided recommendations to firm partners on potential deals, led meetings with entrepreneurs to discuss strategies on how to grow their businesses.

#### HMS // Summer 2014

At HMS, I worked under the Organizational Effectiveness team in the HR department. Tasks included: facilitated a customer service training session, oversaw talent management process, and spearheaded introduction of an employee recognition program.

#### KPMG // Summer 2013

At KPMG, I was a member of the Global Mobility Advisory Services team, under the tax division. Tasks included: managed and processed relocation and initiation packages for 50+ expatriate assignments, reviewed, analyzed, and verified shadow payroll for 50+ countries for Cisco, designed and disseminated vital email communication regarding payroll reporting to global departments to complete payroll on time, and oversaw new user access set up for KPMG tools.

#### Healthpoint Biotherapeutics // Summer 2012

At Healthpoint Biotherapeutics, I worked directly under the Director of HR and Talent Management. Tasks included: led company-wide job description standardization to meet EEOC compliance, candidate sourcing, redesigned company *careers* webpage, and created new, competitive employee vacation package commensurate with industry standards to improve employee retention.

### EDUCATION

#### Baylor University MBA // Jan. 2014 – May 2015

Masters of Business Administration—Concentration in Finance  
GPA -3.68  
Social Chair in Graduate Business Association

#### Baylor University // Aug. 2010 –Dec. 2013

Bachelors of Business Administration—  
Human Resources and Entrepreneurship  
President of Baylor Association of Human Resources

#### The Woodlands Christian Academy // 1995-2010

High school Diploma  
Salutatorian