

SHANICE J. DUNCAN, MS

HR Coordinator | Talent Acquisition Coordinator | People Operations
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PROFESSIONAL SUMMARY

HR Coordinator with 13 years of hands-on, full-cycle recruiting and HR coordination experience, including candidate sourcing and screening, structured interview support, onboarding documentation, I-9/compliance support, and employee-relations intake. Builds accurate, well-organized systems for candidate evaluation and onboarding, and works comfortably across ATS/HRIS platforms and Google Workspace. MS in Human Capital Management (NYU); PHR (HRCI) exam-eligible; preparing for PMP certification.

CORE SKILLS

Full-Cycle Recruiting | Talent Acquisition | HR Consulting | Candidate Evaluation Frameworks | Structured Interviewing | Onboarding & Compliance | HRIS/ATS Data Management | Workforce Readiness Programming | Client & Stakeholder Management | HIPAA/FERPA Compliance | Program & Project Coordination

PROFESSIONAL EXPERIENCE

Human Resources Consultant | SD Consult Services NY — New York, NY

May 2026 – Present

- Led end-to-end talent acquisition for a luxury Caribbean barbershop client by sourcing and screening 69+ candidates across two rounds, placing a qualified hire within the committed timeline.
- Designed a proprietary 105-point competency evaluation framework (6 categories) combining screening, interview, and skills assessment to standardize candidate ranking.
- Built a two-stage structured interview process (group + 1-on-1) including a 6-section question guide, facilitator script, and scoring rubrics tailored to luxury service standards.
- Produced 30+ HR deliverables (scorecards, assessment reports, Final Candidate Ranking Report, offer/rejection notices) supporting a fully documented hiring process.
- Authored and presented a strategic business proposal for a Director of Business Development role, outlining a roadmap for multi-location expansion, sponsorship revenue, and community programming.
- Managed full client billing lifecycle across 5 invoices totaling \$1,824.00 with complete itemized documentation.

Student & Career Development Coordinator | SD Consult Services NY — New York, NY / Remote

Mar 2020 – Present

- Supported 30+ youth and adult clients pursuing employment, professional certifications, higher education, and career advancement through individualized workforce and education plans.
- Managed full client lifecycle — intake, goal setting, scheduling, progress tracking, documentation, referrals, and milestone follow-up.
- Provided career coaching, résumé and interview preparation, college enrollment/re-enrollment support, continuing education guidance, and business advisory services.
- Helped CUNY students navigate re-enrollment and degree-completion pathways while supporting clients across education, healthcare, behavioral health, human services, and business.
- Applied expertise in psychology, human capital management, behavioral support, and talent acquisition to strengthen employability, educational persistence, and long-term career development.

BASTA Professional Development Fellow | BASTA — New York City Metropolitan Area (Remote)

Sep 2023 – May 2024

- Completed 200+ hours of structured HR and talent acquisition training through a competitive corporate career-readiness fellowship covering ATS systems, resume parsing, and behavioral/competency-based interview frameworks.
- Applied evidence-based recruitment strategy to real-world HR scenarios by collaborating on workforce development case studies and gaining direct exposure to corporate recruiting pipelines through partner company interview processes.

Human Resources Administrative Coordinator | Private Home Care RN Team of Maimonides Medical Center

Jan 2019 – May 2024

- Achieved zero compliance lapses over a 5-year tenure by maintaining HIPAA-compliant personnel and patient records and digitizing physical documentation across a multi-site home care operation.
- Reduced onboarding processing time by coordinating intake documentation, scheduling, and payroll inputs for 20+ caregivers, serving as the primary HR contact across a high-caseload environment.
- Improved service continuity by resolving caregiver and client concerns with urgency and accuracy, consistently preventing escalation through proactive communication and records management.

Transportation and Workforce Logistics Coordinator | Independent Contractors — Freelance

Jan 2016 – Jun 2024

- Managed workforce onboarding, scheduling, budgeting, and compliance across a multi-year freelance logistics operation.
- Coordinated transportation logistics, payments, and safety enforcement, sustaining consistent operations over an 8-year span.

Human Resources Coordinator | Various Staffing Agencies

Jun 2009 – Oct 2021

- Sourced, screened, and placed candidates across healthcare and government agency assignments, managing full-cycle recruiting for 30–75 staff weekly over a 12-year tenure.
- Achieved 100% documentation completion for 50–100+ employees per quarter by managing onboarding and compliance workflows across healthcare and government agency assignments.
- Improved shift fill rates by ~20% by managing scheduling and timekeeping for 30–75 staff weekly, while sustaining 95–99% HRIS/ATS data accuracy across 200+ processed records per week.

EDUCATION

M.S., Human Capital Management — New York University, Dean's Scholar, GPA 3.6 — Dec 2025

B.S., Psychology (Cum Laude) — College of Staten Island, CUNY

CERTIFICATIONS

HRCI HR Certification (Exam Application Accepted), HR Certification Institute — Mar 2026

Preparing for PMP Certification, Project Management Institute (Exam Application Accepted) — Mar 2026

NYS Sexual Harassment Prevention Training, NYC Department of Health and Mental Hygiene — Issued Sep 2026, Expires Sep 2027