

Amanda O'Malley

amanda@o-malley.com
San Francisco, CA
[@omalleycali](https://o-malley.com)
408.464.5550

Experience

2019 - now

Dharma

San Francisco, CA

Administration

Responsible for payroll, accounts payable, relocations, office management, onboarding/offboarding, event management and benefits administration. Main point of contact for building landlord and building contractors. Facilitated company-wide retreat.

2016 - 2019

Plate IQ

Emeryville, CA

Human Resources Manager

Managed onboarding and offboarding for a startup spanning multiple states and countries. Setup systems for procurement, travel planning, expense reporting, and contractor management. Oversaw payroll, accounts payable and health care. Collaborated with finance and legal.

2014 - 2016

Automatic

San Francisco, CA

Human Resources Coordinator

Responsible for onboarding/offboarding, recruiting, expense reporting, data security and facilities management. Scaled HR from 8 to 75 employees. Managed recruiting coordinator and office assistant. Implemented 401k program and benefits package. Set up and managed the HRIS and ATS. Led company-wide trainings. Managed relationships with vendors and service providers.

2013 - 2014

Automatic

San Francisco, CA

Office Manager

Created office infrastructure from ground up. Managed office relocations and real estate search. Performed office-wide IT support and procurement. Planned company cultural events and retreat. Managed background checks and I-9.

Education

2016

Cornell University

Ithaca, NY

Certificate of Human Resources Management

2005 - 2007

University of San Francisco

San Francisco, CA

Bachelor of Arts, Politics

Skills

Management

Human Resources
Full-cycle Recruiting
Facilities Management
Expense Reporting
Immigration Processes
Benefits Administration

Technical

Office IT
Data Security
Company Security Policy
HTML/CSS
Wordpress
User Account Management

Software

Gusto, Namely & BambooHR
Xero & Routeable
Google Apps & MS Office
Keynote
Sketch / Figma
Concur / Expensify
Greenhouse
Asana, Notion & Phabricator