

# Tabetha Cloke

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## Professional Summary

Dynamic HR Leader with over 7 years of experience in managing HR operations, compliance, and employee engagement. Proven track record in reducing turnover rates, enhancing recruitment strategies, and fostering a positive workplace culture. Skilled in OSHA, and HRIS systems.

## Skills

- HR Management Systems
- Payroll and Benefits Administration
- Employee Policies and Compliance
- OSHA and EEO Regulations
- Recruitment and Onboarding
- Employee Engagement and Retention
- Leadership and Team Building
- Data-Driven Decision Making
- Effective Communication
- Training and Mentoring

## Experience

### Lead Recruiting SME/ Interim TAO Manager- New Business and Growth

*First Student*

2021 - Present

- Rearchitected recruiting communication workflows for enterprise growth initiatives, replacing fragmented updates with consistent executive-level reporting that drives decision-making.
- Influence at scale: Provide ongoing workforce readiness insights to Regional SVPs, VPs, Ops Directors, and HR leadership, ensuring clear alignment on hiring velocity and resource allocation.
- Managed recruitment for 8 states, overseeing 180+ vacancies.
- Coached hiring managers on effective interviewing techniques.
- Developed and executed recruitment strategies, reducing driver vacancies by 92%.
- Ensured compliance with federal, state, and local employment laws.
- Facilitated Workday learning and created training materials for company-wide use.
- Traveled to start-up locations to assist with onboarding and recruitment planning.
- Identified bottlenecks in hiring process and provided feedback on solutions

### Independent HR Consultant

*Mobley HR*

2018 - Present

- Handled various HR projects, career coaching, and developing HR programs.
- Created customer satisfaction surveys and hosted certification courses.
- Provided career coaching and mock interviews for young professionals and college students.

### Team Leader

*Gordon Food Service Store*

2017 - 2021

- Managed HR functions, including recruitment, training, and compliance.
- Developed retention programs, reducing 90-day turnover rate by 32%.

- Conducted candidate screenings and advised on HR law and policy compliance.
- Created incentive programs and training systems to improve employee performance.

### **Lead Style Advisor**

*Justice*

2015 - 2017

- Conducted interviews for temporary seasonal associates.
- Developed incentive programs to increase sales and customer satisfaction.
- Managed training of new hires and created tracking systems for employee development.

### **Department Manager II**

*McDonald's Corporation*

2004 - 2014

- Managed HR operations, including recruitment, training, and compliance.
- Developed incentive programs to improve performance and reduce turnover.
- Conducted performance reviews and managed safety teams.

## Education

BS IN PSYCHOLOGY AND BA IN ORGANIZATIONAL LEADERSHIP TALENT DEVELOPMENT

UNIVERSITY OF CINCINNATI

## Certifications

- SHRM-CP
- APHR
- OSHA 10-hour Certification
- HRIS Paycor Certified

## Volunteer Experience

### **President-Elect, Board of Directors**

*Butler Warren County Society of Human Resource Management*

December 2021 – October 2025

- Increased membership by **10%** annually.
- Boosted social media engagement by **364%** and page members by **257%** within 90 days.
- Developed HR programming and represented the chapter at industry events.