

Eleanor Hamilton

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A creative and collaborative professional passionate about fostering relationships, enhancing employee engagement, and cultivating an inclusive and thriving workplace culture.

EXPERIENCE

Contractor, People Team, Birgo Realty

Indianapolis, IN (Remote) | Nov 2024 - Present

- Develop and maintain learning and onboarding modules in Trainual ensuring seamless new hire integration and ongoing employee development.
- Creating a comprehensive metrics dashboard in Looker Studio to track key HR and talent acquisition performance indicators, providing actionable insights to improve hiring processes and employee engagement.
- Maintained and optimized job board postings across multiple platforms to ensure accuracy and alignment with current hiring needs.

Associate Product Designer, OneCause

Indianapolis, IN | Dec 2022 - Jul 2024

- Led culture-building initiatives, including facilitating discussions, organizing virtual engagement activities, and creating employee resources like an Indianapolis Travel Guide to enhance workplace experience and connectivity.
- Collaborated cross-functionally with product managers, designers, and developers ensuring seamless coordination and communication.
- Engaged directly with users at in-person events to gather feedback and insights, leveraging data to drive product and process improvements.

Recruiter/Director of Marketing/Orr Fellow, Orr Fellowship

Indianapolis, IN | Jun 2021 - Jun 2023

- Led eight Marketing sub-teams, achieving a 100% increase in LinkedIn engagement and 400% on Instagram.
- Enhanced talent acquisition efforts by promoting opportunities at campus fairs, leading classroom presentations, and sourcing 300+ candidates—directly contributing to the first successful hire from the University of Evansville in years.
- Reviewed 50+ resumes and identified top talent during the recruitment process, supporting successful candidate selection.

SKILLS

Google Suite, Mailchimp, Presentations, Interviewing, Resume Reviews,, Documentation, Wordpress, Research, Canva, Trello, UX Design, UI Design, Usability Testing, Comparative Analysis, Trainual, Looker Studio, Event Coordination

EDUCATION

Purdue University

West Lafayette, IN

B. S. User Experience Design

Minors in Psychology & Communication

COMMUNITY INVOLVEMENT

Marketing Leader, One Voice Indy

Indianapolis, IN | Aug 2022 - Present

Ensemble of 20 vocalists performing a cappella music for a variety of audiences across Central Indiana. Spearhead marketing campaigns to promote shows and enhance outreach with deliverables including graphics for social media, radio ads, and show posters.

Culture Committee, Boardable

Indianapolis, IN | Sep 2021 - Oct 2022

Nominated to join the committee just three months after starting at Boardable, a Board Management software company. Assisted with the planning of employee engagement events, and championing a positive environment for all employees. Engaged as part of a strategic team that created an updated set of core values for the company.