



TOM BEIRNE

HR Specialist
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[VCARD](#) | [LINKEDIN](#)

With a wealth of knowledge as a Human Resources Manager, Tom will support internal HR with continuous improvement of our current processes. He will benefit our clients with full confidentiality as well as timely and proper handling of employee documents.

Tom began his career as a case manager for an Alcohol Safety Action Program aimed at improving the lives of those who have made mistakes in the past, while also having to keep up proper correspondence and up-to-date records of their progress and any necessary benchmarks. From there, he transitioned into becoming a Human Resources Manager and Recruiter for a staffing agency that specializes in commercial construction.

FUNCTION & SPECIALIZATION

- Talent acquisition
- New employee onboarding
- Background checks
- Employment verification
- Interviewing & training
- Handling of confidential tax documentation
- Scheduling

REPRESENTATIVE CLIENTS & PAST EXPERIENCES

- Gillmann Services, Inc.
- John Tyler Alcohol Safety Action Program
- Trader Joe's
- Virginia Tech Bookstore, Computer Department

EDUCATION, LICENSES & CERTIFICATIONS

- B.A., Political Science (Legal Studies), Virginia Tech