Devon McCauley

Keene, NH | (802) 735-6586 | devmccauley@gmail.com | www.devonmccauley.work | linkedin.com/in/devon-mccauley

Human Resources & HR Operations Professional

Human resources professional with experience supporting recruiting, onboarding, and HR operations in healthcare environments. Known for improving HR workflows, maintaining accurate employee records, and supporting data-driven HR processes. Combines HR knowledge with strong systems and analytics skills to improve operational efficiency and workforce insights.

Professional Experience

Human Resources Support Specialist

Home Healthcare Hospice and Community Services (HCS) - Keene, NH (March 2026 - Present)

- Support HR operations including recruiting coordination, onboarding processes, and employee service support across the organization.
- Maintain HRIS records, employee documentation, and compliance tracking to ensure data accuracy and regulatory alignment.
- Coordinate interviews, onboarding sessions, and training logistics to support efficient hiring and employee integration.
- Track employee certifications, required trainings, and compliance documentation across departments.
- Identify opportunities to improve HR workflows, documentation processes, and HRIS data tracking.

HR Recruiter

Brattleboro Memorial Hospital - Brattleboro, VT (December 2025 - March 2026)

- Supported full-cycle recruiting including screening, interview coordination, and candidate communication.
- Partnered with department leaders to clarify role requirements and hiring priorities.
- Coordinated onboarding activities while ensuring compliance with healthcare hiring standards.
- Identified opportunities to streamline recruiting workflows and improve HR data accuracy.

Project Manager | Senior Web Developer

eDOC Innovations - Middlebury, VT (August 2021 - December 2025)

- Led cross-functional initiatives by coordinating stakeholders, defining requirements, and improving operational workflows.
- Facilitated planning and process improvements to increase operational efficiency.
- Mentored team members and supported onboarding for new technical staff.

Skills and Competencies

HR Operations: Benefits administration, recruiting coordination, implementation, compliance monitoring

HR Systems & Analytics: HRIS workflows, Power BI, SQL, reporting and metrics

Process Improvement: Workflow mapping, documentation changes, operational integrity

Collaboration Tools: Paylocity, SharePoint, Notion, Microsoft Teams, Zoom, Better Impact

Education and Certifications

MBA - Western Governors University (April 2025)

MS IT - Southern New Hampshire University (August 2021)

BS Software Development - Western Governors University (February 2020)

AAS Computer Information Systems - Clinton Community College (May 2018)