

Contact

miaannhoward@gmail.com

www.linkedin.com/in/miahoward25
(LinkedIn)

Top Skills

Phone Screens

Workday Integration

Recruiting

Mia Howard

Talent Acquisition and HR Experience Specialist
Fishers, Indiana, United States

Summary

I'm early in my career and driven by a deep passion for recruiting and talent development. I believe that great hiring isn't just about filling roles, it's about unlocking potential. Whether it's helping someone take the next step in their journey or supporting a team in finding the perfect fit, I'm energized by the impact that thoughtful recruiting can have.

Currently, I'm proud to be part of Envita Solutions, where I get to work alongside an incredible team and contribute to meaningful, mission-driven work. Whether I'm diving into candidate searches, supporting onboarding, or just having great conversations, I'm all about making hiring more thoughtful and human.'

Feel free to reach out! I'm always up for making new connections and learning from others in the industry.

Experience

Envita Solutions

1 year 11 months

TA & HR Experience Specialist

June 2025 - Present (10 months)

Indianapolis, Indiana, United States

- Fostered relationships with hiring managers to create a smooth onboarding process
- Streamlined HR processes to ensure efficiency across departments
- Sourced candidates through different pipelines to bring in the best talent
- Represented Envita at career fairs to connect with emerging professionals and support their growth
- Developed Envita's Early-in-Career Talent Program, allowing young professionals in the company to feel supported and bringing into new talent.

Human Resources Intern

May 2024 - May 2025 (1 year 1 month)

Indianapolis, Indiana, United States

- Assisted in the transition to a new HR program, resulting in HR processes to be streamlined
- Audited job descriptions in Applicant Pool to bring into JDXpert, allowing new applicants to have a better experience and more accurate application process
- Planned and organized employee engagement events, bringing more employee morale to the workplace and experiencing an increase in attendance in the office
- Onboarded employees and improved the employee experience
- Screened applicants in the recruiting process to find the right candidate for the right job

Indiana University Accessible Educational Services

Access Assistant

September 2022 - May 2024 (1 year 9 months)

Bloomington, Indiana, United States

- Provide accommodations to students taking exams to provide equal opportunity
- Facilitate between 1 and 50 student exams at one time to allow an organized and professional environment
- Spoke directly with students to ensure they got the accommodations and resources they needed
- Detailed, organized, and maintained confidentiality for ADA qualifying accommodations, ensuring positive student experience

Coldstone Creamery

Shift Lead

June 2020 - September 2021 (1 year 4 months)

Noblesville, Indiana

- Trained more than 10 new employees to ensure an efficient business process
- Led closing team to secure an easy open in the morning
- Responsible for first point of contact for customer service interactions to establish a positive customer experience
- Problem solved as needed during shift to provide a smooth and efficient business process

Cairns Law Firm LLC

Summer Legal Intern

June 2019 - July 2019 (2 months)

Indianapolis, Indiana

- Served as the first point of contact with new and existing customers, providing a positive experience
- Organized and scheduled appointments, maintained client records, and managed calendar for more than 5 lawyers
- Screened all calls and took messages when appropriate
- Administered client intake forms and communicated professionally both written and verbally with clients, resulting in a smooth and efficient work process

Education

Indiana University - Kelley School of Business

Bachelor's degree, Business Management and International Business · (August 2022 - May 2025)

Hamilton Southeastern High School

Academic Honors · (August 2018 - May 2022)