





CHANDLER BAUM

Human Resources Representative

CONTACT

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Reno, NV 
[LinkedIn](#) 

EDUCATION

Bachelor of Arts
Human Resource
Management
University of Nevada
2013 - 2017
Reno, NV

SKILLS

PHR certification
ATS (Workday, Jobvite)
Compensation & Benefits
Payroll
Performance Management
HR Metrics

CAREER OBJECTIVE

Detail-oriented and people-oriented professional with 3+ years of experience in HR. Seeking an opportunity to use my demonstrated talents in performance management and ATS at BetterStart to improve retention by more than 15%.

WORK EXPERIENCE

HR Assistant

S&S Activewear LLC

July 2018 - current / Reno, NV

- Handled training for 15+ employees, successfully providing mentorship and guidance that resulted in 10% higher staff retention than targets
- Collaborated with management to establish COVID-19 protocols, resulting in 0 instances of transmission
- Ensured 100% compliance with local, state, and federal law
- Completed payroll processing monthly for 125+ employees
- Attended 5+ annual HR workshops, updating software knowledge and staff management strategies
- Constructed 10+ job ads per year across 3 departments

HR Intern

Innotec

July 2017 - July 2018 / Reno, NV

- Helped create 12 job postings across 4 departments
- Integrated Scheduly into the interview scheduling process, contributing to a 20% reduction in loss to follow-up
- Improved job posting distribution, suggesting the use of social media platforms and college job posting sites, increasing the number of applicants by 50%
- Handled interviewee communication, including scheduling interviews and submitting job offers/rejections, resulting in 12 successful hires
- Organized job applicants, crafting a screening checklist to reduce hiring managers' time per applicant by 2+ hours
- Refined employee databases, using color coding to organize applicant status