

Kelly Olsen

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An HR Professional with 10+ years of experience, specializing in diversity recruiting, HR management, process improvement, and applicant screening. A strong history of identifying opportunities to enhance HR operations. Adept at supporting recruitment initiatives to acquire talent and facilitate organizational growth.

Education

Bachelor of Science (B.S.)
Human Resources
Boston University, Boston, MA
September 2007 - May 2011

Key Skills

- HR Administration
- Diversity Recruiting
- Organizational Development
- Compensation and Benefits
- Employee Onboarding

Certifications

- Senior Professional in Human Resources (SPHR), HRCI, 2018
- Professional in Human Resources, (PHR) HRCI, 2015
- Associate Professional in Human Resources (aPHR), HRCI, 2011

Professional Experience

HR Coordinator

Software Solutions Corp., Boston, MA | September 2016 – Present

- Coordinate with the HR Manager, recruiters, and HR specialists to execute diversity recruitment and talent acquisition initiatives for a software solutions company, resulting in organizational growth from 200 employees to 400 team members over five years
- Identify opportunities to improve recruiting lifecycles and talent acquisition by developing partnerships with four recruiting firms
- Conduct processing for over \$2M in annual payroll and perform HR audits to reconcile billing errors, invoices, and discrepancies

HR Coordinator

Boston Professional Services., Boston, MA | May 2011 – September 2016

- Supported HR administrative functions for a professional services company with 250+ employees, which included managing benefits administration and processing monthly payroll totaling \$250K
- Created and posted job openings on internal and external job boards, wrote descriptions for roles, fielded applications, and evaluated resumes during candidate selection