

# First Last

## Human Resources Coordinator

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### WORK EXPERIENCE

Resume Worded, New York, NY

01/2015 – Present

*Education technology startup with 50+ employees and \$100m+ annual revenue*

#### Human Resources Coordinator

- Designed special training programs for distinctive positions in the company, including medical insurance renewals for 60% of the employee workforce.
- Provided benefits information, guidance on insurance options, and assistance with unemployment claims to 2.1K employees.
- Decreased employee turnover by 70% after performing employee exit interviews, relieving staff stress by attending to their concerns, suggestions, and resolutions.
- Executed creativity and alternative thinking to plan company growth strategy; received 5 awards for best achievement in strategic planning within 13 weeks of implementation.

Polyhire, London, United Kingdom

10/2010 – 12/2014

*NYSE-listed recruitment and employer branding company*

#### Workforce Management Analyst

- Assisted in establishing schedule changes for 120 employees in 15 facilities across 5 cities by providing support and information to Human Resource Managers and Facility Managers.
- Saved the company \$500K annually by overhauling a cross-functional, two-year-old Workforce Development Program into a single, integrated, efficient system.
- Introduced 15 new computer software systems in 24 months to manage human resource records and employment information, saving Polyhire \$1M in annual payroll costs by automating redundant data-entry steps.

Growthsi, London, United Kingdom

07/2009 – 09/2010

*Career training and membership SaaS with 150,000 paying users*

#### Employment Counselor

- Increased the number of qualified applicants from 70-1.05K per week by recruiting and training volunteers, which helped build a strong applicant pool.
- Improved job seeker's earnings by \$800K (27%) via wage insurance claims by educating 1.5K employees on unemployment benefits and incentives for returning to work.

**Talent Acquisition Specialist**, ABC Company, London, United Kingdom

11/2008 – 06/2009

**HR Intern**, XYZ Company, London, United Kingdom

07/2005 – 10/2008

### EDUCATION

**Resume Worded University**, New York, NY

06/2005

Bachelor of Science – Business Administration

### SKILLS

**Technical Skills:** Onboarding (Advanced), Screening (Experienced), Interviewing, Recruiting, Background Checks.

**Industry Knowledge:** Temporary Placement, Talent Management, New Hire Orientations (Advanced), Human Resources Information Systems (HRIS).