

HR COORDINATOR

by Resume Genius

SUMMARY

Motivated Human Resources Coordinator with over 4 years of experience in HR management, focusing on employee benefits, recruitment, payroll, and training. Adept at using HRIS for maintaining accurate records and implementing HR processes. Proven skills in capacity building, employee relations, and managing organizational change. Seeking to leverage these skills to contribute to a forward-thinking company with a focus on people development and strategic HR management.

PROFESSIONAL EXPERIENCE

October 2019–Present | Bechtel, San Francisco, CA


HR Coordinator

- Streamlined the recruitment process, reducing cost-per-hire and boosting employee retention rate by 15%
- Implemented BambooHR to manage career event-related records such as hiring, termination, leaves, transfers, and promotions
- Developed a comprehensive onboarding program, providing new hires with essential employment information resources, benefits overview, and payroll processes
- Fostered constructive communication and functionality by acting as a liaison between management and employees across various departments

August 2018–September 2019 | Western Digital, San Jose, CA

HR Intern

- Enhanced recordkeeping procedures, leading to a 10% annual reduction in benefits costs and preventing payments for ineligible employees
- Improved the effectiveness of the hiring process by conducting thorough reference checks and background verifications
- Redesigned the new-hire orientation program to include key HR information and company resources
- Assisted managers in resolving employee disputes promptly to uphold company standards and maintain a positive working environment

 (123) 456-7890

 your.name@gmail.com

 linkedin.com/in/yourname/

EDUCATION

August 2019

**San Jose State University,
San Jose, CA**

*BA, Human Resource Management
Honors: cum laude (GPA: 3.6/4.0)*

CERTIFICATIONS

Society for Human Resource
Management (SHRM)

Professional in Human Resources
(PHR)

RELEVANT SKILLS

Kronos Workforce HR

ADP

HRIS

Fluent in Spanish & English

Microsoft Office

Google Docs/Sheets