

# 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