

# ANDREW CLARK

HR Specialist | Performance Management | Talent Acquisition

@ help@enhancv.com    linkedin.com    San Diego, CA

## SUMMARY

Detail-oriented HR Specialist with 7+ years of experience in delivering innovative HR solutions, focusing on performance management, talent acquisition, and employee engagement in the healthcare and tech sectors. Proven ability to drive HR initiatives that foster growth and employee satisfaction.

## EXPERIENCE

**HR Specialist** 2016 - 2021  
**Human Health Tech Solutions** San Diego, CA

Aimed to enhance and solidify operations in HR department

- Oversaw complete revamp of recruitment and onboarding process, resulting in 30% increase in new hire retention
- Spearheaded performance management initiatives to streamline feedback and evaluation, driving a 15% improvement in employee satisfaction
- Implemented a comprehensive HRIS system, consolidating employee data and automating key HR processes
- Coordinated delivery of diversity and inclusion training, leading to 20% uptick in diverse hires

**HR Assistant** 2013 - 2016  
**Hope Medical Systems** San Diego, CA

Provided reliable support to the HR department

- Assisted in compiling employee engagement reports, helping drive actions for culture improvement
- Managed company-wide events for 100+ staff, including on-site and virtual events
- Provided support for rollout of HR policies and procedures, contributing to improved compliance
- Managed tracking of employee performance, greatly improving efficiency of performance evaluations

## EDUCATION

**Bachelor's degree in Organizational Psychology** 2009 - 2013  
**University of California San Diego** San Diego, CA

**Master's degree in Human Resources Management** 2015 - 2016  
**San Diego State University** San Diego, CA

## LANGUAGES

English Native ●●●●● Spanish Advanced ●●●●●

## STRENGTHS

- Analytical Skills**  
Leveraged these skills in implementing a comprehensive HRIS system at Human Health Tech Solutions
- Communication**  
Skilled communicator, established effective communication channels for performance management feedback
- Ownership**  
High level of ownership showcased in carrying out HR policies and engagement projects

## SKILLS

Greenhouse · Rippling ·  
Performance Management ·  
Employee Engagement ·  
HR Reports · Talent Acquisition

## CERTIFICATION

- Workforce HR Analytics**  
Detailed course from University of California extending my analytical insights on HR goals
- Future of Recruiting**  
In-depth course from San Diego State University focusing on evolving market trends and resources

## PASSIONS

- Employee Empowerment**  
Passionate about fostering a work environment that encourages growth and empowerment
- Tech Innovations**  
Always excited about the role of tech in transforming the HR landscape