HR ADMINISTRATOR

Summary

- Experience Recruiting Coordinator with 6+ years supporting various industries. Expert in managing background checks 60+ weekly. Processing new hire paperwork; scan, upload and file in employees folders. Proficient in MS Excel - vLook up, Pivot tables, and MS Office, as well as, Taleo, SharePoint, PeopleSoft and Adobe Professional.
- Initiated and managed background checks for 45 campus locations.
- Tracked and processed 200+ background checks and job requisitions.
- Processed new hire paperwork.
- Scanned new hire paperwork into employees files electronically
- Assisted in coordinating New Hire onboarding orientation.

Highlights

- TECHNICAL EXPERTISE
- Adobe Acrobat
- ADP Enterprise v5
- ADP Select
- SAP (System Application Product)
- MS Excel (pivot tables, & VLookup)
- MAS200
- Taleo
- MS Outlook
- MS Publisher
- Adobe (Acrobat, Photoshop, Illustrator, InDesign)
- PeopleSoft
- SharePoint
- Concur
- SnagIt

Accomplishments

Maintained graduate award budget via MS Excel; stipend, tuition and fees

Experience

HR Administrator

February 2015 to Current Company Name ï¼ City , State

- Provide administrative support to the Director of HR and Sr. Generalist.
- Verify employment requests for present and former employees; Ev5 and SAP.
- Process unemployment claims the same day via fax and mail
- Enter benefit enrollments for new hires in Ev5.
- Onboard new hire paperwork in ADP Ev5 and SAP; process I9 paperwork.
- E-verify all new hires.
- Manage monthly cobra payments using Excel spreadsheet.

Human Resources Temp

November 2014 to January 2015 Company Name ï¼ City , State

- Provided administrative support to the Sr. Director of HR, HR Assistant and Coordinator.
- Managed background checks; physician, physician assistants and nurses in ADP Select and EP Staff Check.
- Processed I9 documents; copy, scan and file.
- Updated benefit information in ADP Enterprise; add beneficiaries, change of address, dependents.
- Assembled corporate handbook and benefit packages for new hires.

Recruiting Coordinator

June 2014 to November 2014 Company Name ï¼ City , State

- Provided administrative support to the Director of HR and 3 Recruiters.
- Uploaded and track new hire paperwork in Taleo; Applications, CV, Credentials.
- Maintained and update employee database report via MS Excel; i.e. pivot tables, charts, vlookup and filters
- Scanned and upload documents in Applicant tracking system.

Administrative Assistant

February 2014 to May 2014 Company Name ï¼ City , State

- Provided efficient and professional administrative support to the Department and Dean of Liberal Arts & Sciences
- Prepared department communication, correspondence, and memos
- Created awards certificate
- Maintained graduate award budget via MS Excel; stipend, tuition and fees

- Compiled graduate awards data for MS Excel spreadsheet
- Maintained department calendars
- Assisted with requests from Faculty, Staff, and Student Body

Human Resources Communications and Staffing Specialist
April 2013 to December 2013 Company Name ï¼ City , State

- Compiled latest news from Wellness, President, Benefits, and Human Resources etc onto SharePoint weekly.
- Coordinated and maintained intranet content and design to ensure consistency, integration, accuracy, and usability.
- Manage reports in Learning Management Systems; courses that was taken, who signed up to take the eCourses.
- Designed print media such as posters, brochures, newsletters, and handbooks.
- Uploaded eCourses in Learning Management System.
- Assisted with the development of employee training program materials and managing training programs on the Learning Management System.

Recruiting Coordinator - Human Resources
September 2007 to April 2013 Company Name ï¼ City , State

- Managed & troubleshoot ADP software, background check and drug testing for 45 campus locations. Compiled new hire packages.
- Managed complex monthly billing using MS Excel -- VLookup & Pivot tables.
- Organized webinar training for newly hired human resources personal.
- Trained human resources personal on using ADP, Labcorp and eScreen software.
- Assisted with organizing onboarding agenda and materials.
- Compiled and distributed monthly Termination report via ePrise

Administrative Assistant - Education Department
January 2006 to January 2007 Company Name ï¼ City , State
Education
Bachelor of Fine Arts : Visual Communication , 2010 American InterContinental University ï¼ City , State , US American InterContinental University Schaumburg, IL Bachelor of Fine Arts in Visual Communication 2010
Skills
Excel, Human Resources, Ms Excel, Training, Adp, Pivot Tables, Recruiting, Adp Software, Billing, Eprise, Onboarding, Testing, Administrative Support, Administrative Assistant, Hr, New Hire Paperwork, Benefits, Integration, Integrator, Intranet, Intranet Content, Learning Management, Learning Management System, Learning Management Systems, Microsoft Sharepoint, Sharepoint, Staffing, Training Programs, Usability, New Hires, Acrobat, Adobe Acrobat, Illustration, Illustrator, Indesign, Ms Office, Ms Outlook, Ms Publisher, Outlook, Peoplesoft, Photoshop, Publisher, Applicant Tracking System, Database, Employee Database, Claims, Cobra, Payments, Sap, Award, Budget, Correspondence, Adp Enterprise, File