

## HR COORDINATOR

### Summary

To obtain a challenging career in the human resource field where I can utilize my capabilities and experiences to achieve goals as well as my personal development.

### Highlights

- I have great knowledge of fax machines, printers, copiers, and computers. I type about 45 wpm with a great accuracy I also have Microsoft Word, Excel Access and PowerPoint experience

### Experience

#### HR Coordinator

February 2015 to Current Company Name - City , State

Managed communication regarding employee orientation and open enrollment for benefits.

Offered consistent payroll disbursement with accurate record keeping of employee PTO and vacation accruals.

Explained human resources policies and procedures to all employees. Conducted telephone and onsite exit interviews for all employees. Answered employee questions during the entrance and exit interview processes.

Worked closely with HR business partners to facilitate year-end talent reviews and articulate team strengths.

Selected and interviewed candidates for all available positions. Assessed employee performance and issued disciplinary notices.

Worked on 401(k) administration, FMLA and workers' compensation claims and benefits.

Managed over