

## HR COORDINATOR

### Summary

Certified Human Resources Professional with extensive employee relations experience in a full range of functions, as well as success in simultaneously managing multiple projects.

### Highlights

- Employee relations
- Compensation administration
- Personnel records maintenance
- New hire orientation
- Hiring and retention
- Training and development
- Compensation/payroll
- Staffing and recruiting professional
- Off-boarding
- Interviewing expertise
- Performance management strategies
- Benefits administrator
- Employment law knowledge
- HRIS applications proficient
- Employee handbook development
- New employee orientations
- Human resources audits
- Maintains confidentiality
- HR policies and procedures expertise
- Human resources management
- Excellent interpersonal and coaching skills
- Certified Professional Human Resource Management

### Accomplishments

Revamped the orientation process for all new hires, which was implemented company-wide. Led the Staffing Planning Committee for