

Nicole Williams

nicole.williams.hr@email.com · 214-555-4567 · Dallas, TX 75201

EDUCATION

Southern Methodist University, Dallas, TX
Bachelor of Arts in Psychology, Minor in Business Administration, GPA: 3.6 May 2023

WORK EXPERIENCE

Human Resources Coordinator June 2023 – Present
Frontier Tech Corporation, Dallas, TX

- Support full-cycle recruitment for 200-employee company, coordinating 45+ positions annually
- Screen resumes, conduct phone interviews, and schedule interviews with hiring managers
- Facilitate onboarding for 3-5 employees monthly including orientation and benefits enrollment
- Maintain HRIS database (Workday) ensuring accurate employee records and compliance documentation
- Process bi-weekly payroll for 200 employees using ADP Workforce Now
- Coordinate employee engagement initiatives including quarterly town halls and wellness programs
- Prepare HR metrics reports on turnover, time-to-fill, and diversity for leadership

HR Intern January 2023 – May 2023
Regional Hospital Group, Dallas, TX

- Supported recruitment for clinical and administrative positions, reviewing 200+ applications monthly
- Assisted with background checks and credential verification for 25 new hires
- Organized employee appreciation week for 500+ healthcare staff across 3 locations

LEADERSHIP EXPERIENCE

President August 2021 – May 2023
SHRM Student Chapter - SMU

- Led 65-member organization for HR professional development
- Organized monthly speakers from American Airlines, AT&T, and Toyota
- Increased membership by 40% through strategic recruitment

Career Peer Advisor September 2021 – May 2023
SMU Career Development Center

- Provided resume reviews and interview preparation for 50+ students
- Facilitated workshops on personal branding and job search strategies

CERTIFICATIONS & SKILLS

- HRIS: Workday, ADP Workforce Now, BambooHR, Greenhouse ATS
- Microsoft Office: Excel (pivot tables, VLOOKUP), Word, PowerPoint, Outlook
- Skills: Recruitment, onboarding, employee relations, benefits administration, HRIS
- Knowledge of FMLA, ADA, Title VII, FLSA · SHRM-CP (exam scheduled March 2025)