

# Nicole Williams

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## EDUCATION

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**Southern Methodist University**, Dallas, TX

Bachelor of Arts in Psychology, Minor in Business Administration, GPA: 3.6

May 2023

## WORK EXPERIENCE

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**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

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**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

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- 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)