

WILLIAM TAYLOR

Human Resources Coordinator

✉ w.taylor@email.com

☎ (123) 456-7890

📍 Salt Lake City, UT

🌐 [LinkedIn](#)

WORK EXPERIENCE

Human Resources Coordinator

Rio Tinto

📅 December 2019 - current 📍 Salt Lake City, UT

- Accelerated payroll processing systems efficiency, eliminating 10+ monthly hours of administrative work
- Developed outreach programs for potential employees, boosting qualified job application submissions by 15%
- Developed management skills, attending 8 staff management seminars, resulting in 99% employee satisfaction ratings
- Streamlined scheduling and data systems by introducing Paycom software, reducing 75% of human errors and ensuring 90% of departments were fully staffed
- Hired 6 employees, conducting interviews and orientation

Human Resources Coordinator

The J. Paul Getty Trust

📅 June 2016 - December 2019 📍 Salt Lake City, UT

- Generated hiring protocols in collaboration with 4 staff members, designing intensive interview and training processes that increased new hire productivity by 40%
- Consulted with county, state, and federal labor regulations to ensure compliance for 100% of employees
- Organized HR systems, improving efficiency and ensuring 0 instances of incomplete/lost HR reports
- Outperformed responsibilities, maintaining worker satisfaction beyond legal requirements to improve retention by 30%

Human Resources Assistant

The J. Paul Getty Trust

📅 September 2012 - June 2016 📍 Salt Lake City, UT

- Crafted FAQ databases for individuals in applicant pools and new hires, improving the likelihood that job offers went to serious candidates by 20%
- Generated meeting schedules, and orchestrated special office events for 300+ staff and family members
- Collaborated with 4 HR professionals to ensure completion of clerical and administrative tasks
- Assessed human error rates in documents, and established recording system to reduce rates by 37%
- Conducted 3 annual audits on filing systems, and organized to reduce file retrieval time by 3 minutes

EDUCATION

Bachelor of Arts

Human Resources

[University of Utah](#)

📅 2008 - 2012

📍 Salt Lake City, UT

SKILLS

MS Office

ATS (Workday, Jobvite)

Compensation and Benefits

Payroll

HRIS Systems

Prioritization and Planning