

# Austin Simons, PHR

1400 Roslyn Dr, Unit 17B, Burlington, NC 27215  
(743) 261-0900 | austinsimons1@gmail.com

**WEBSITE:** <https://austinsimons.github.io/>

## EXPERIENCE

**Avance Care**, Durham, NC

Human Resources Generalist

February 2025 – Present

Human Resources Coordinator

August 2021 – February 2025

- Oversee the full spectrum of the onboarding process for clinical support staff and corporate employees, ensuring a seamless integration into the organization.
- Manage all aspects of the offboarding process, including conducting thorough exit interviews to gather valuable feedback
- Organized the structure of the Employee Engagement Committee, spearheading the development and execution of employee engagement initiatives
- Administer and enhance HRIS (UKG Ready) functionalities, including the creation of custom forms, HR actions, dashboards, automated email notifications, and streamlined workflows
- Establish, develop, and execute HR analytics functions, including dashboard development, statistical analysis, and comprehensive reporting to support organizational decision-making
- Coach managers on performance appraisal processes and review performance evaluations to ensure fairness and accuracy
- Organize and conduct bi-weekly new hire orientations, facilitating a smooth transition for new employees
- Create and oversee weekly onboarding audits to ensure adherence to procedures and identify areas for improvement
- Provide maintenance and updates to the organization's HR Portal SharePoint site
- Process company transfers, status changes, and promotions
- Serve as company representative for student externships and shadowing opportunities

## SKILLS

- On-Boarding
- Off-Boarding
- HRIS Support
- New Hire Orientation
- HR Analytics
- Dashboarding
- SharePoint
- Microsoft Office

## EDUCATION AND CERTIFICATIONS

**North Carolina State University**, Raleigh, NC

GPA: 3.60

B.S. in Business Administration with a concentration in Human Resource Management

B.A. in Arts Studies with a concentration in Film Studies

**HRCI | Human Resources Certification Institute** - Professional in Human Resources (PHR)

**AIHR | Academy to Innovate HR** - Certified People Analytics Specialist