



ETHAN MARTINEZ

HR Assistant

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Los Angeles

www.qwikresume.com

PROFESSIONAL SUMMARY

Dedicated HR Assistant with 5 years of experience in supporting HR functions, enhancing employee engagement, and streamlining administrative processes to foster a positive workplace environment.

WORK EXPERIENCE

HR Assistant Manager

Dec / 2020-Ongoing

Maple Leaf Consulting

Toronto, ON

1. Support HR Manager in daily operations, ensuring efficient workflow and adherence to HR policies.
2. Manage communication with candidates, scheduling interviews, and guiding them through the hiring process.
3. Conduct pre-employment assessments and maintain candidate records in the HRIS.
4. Coordinate internal and external HR events, ensuring compliance with organizational protocols.
5. Perform administrative tasks including filing, data entry, and maintaining employee records for legal compliance.
6. Assist in organizing employee benefit meetings, preparing necessary documentation and materials.
7. Ensure proper filing and retention of employee documents, maintaining confidentiality and compliance with regulations.

PATIENT ACCOUNT SPECIALIST

Dec / 2019-Dec / 2020

Lakeside Apparel Co

Chicago, IL

1. Assist in maintaining employee records and updating HR databases to ensure accuracy and compliance.
2. Support payroll processing by collecting and verifying employee time and attendance data.
3. Facilitate employee onboarding by preparing orientation materials and conducting initial training sessions.
4. Respond to employee inquiries regarding HR policies, benefits, and procedures in a timely manner.
5. Collaborate with HR team to implement employee engagement initiatives and training programs.
6. Participated in the implementation of an HRIS system, which improved data management efficiency and reduced manual entry errors by 50%.
7. Assisted in the development of job descriptions and specifications, ensuring alignment with organizational goals and improving recruitment effectiveness.

EDUCATION

Bachelor of Arts in Human Resources

Dec / 2018-Dec / 2019

University of California

Chicago, IL

Focused on human resource management, organizational behavior, and employee relations.

SKILLS

HR Software Proficiency



Email Management



HRIS Management



Data Management



INTERESTS

Knitting

Scuba Diving

E-sports

Reading Fiction

STRENGTHS

Respectfulness

Self-awareness

Self-discipline

Sensitivity

LANGUAGES



English
80%



Spanish
80%



German
80%

ACHIEVEMENTS

- Streamlined onboarding process, reducing new hire integration time by 30%.
- Implemented a new employee feedback system, increasing engagement scores by 25%.
- Coordinated and organized training sessions for over 100 employees, enhancing skill development and compliance.
- Supported the HR team in the implementation of a new HRIS, resulting in improved reporting capabilities.