

# Professional Experience

## HR Coordinator

Western PA Insurance Inc., Pittsburgh. PA | May 2021 - Present

- ◆ Support recruitment efforts to expand the IT department, conduct application screening, analyze resumes to identify qualified candidates, perform interview scheduling, and communicate with applicants
- ◆ Deliver administrative support to the HR department, maintain records, files, and databases, and coordinate with the HR manager to process \$150K in monthly payroll
- ◆ Coordinate with the HR team and IT department to develop and enhance the employee onboarding process, including training scheduling and onboarding materials
- ◆ Manage purchase orders for monthly office supplies, reconcile billing records, and interface with vendors to ensure compliance with budgetary constraints

# Education

## Bachelor of Science (B.S.) Human Resources

University of Pittsburgh, Pittsburgh, PA | September 2017 - May 2021

# Certifications

- ◆ Associate Professional in Human Resources (aPHR), HRCI. 2021

Allen  
Stamos

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An HR Coordinator with entry-level experience within the human resources field, specializing in talent recruitment, HR administration, employee onboarding, and payroll processing. A strong background in coordinating with diverse teams and personnel to achieve organizational goals. Adept at providing support to HR Managers and job candidates throughout the hiring process,

# Key Skills

- ◆ HR Administration
- Talent Recruiting
- Employee Onboarding
- Payroll Processing
- Applicant Screening
- Microsoft Office Suite