

# Kyle Stanton

123 Your Street, New York, NY 12345 kyLestanton@example.com (123) 456-7890

An HR Professional with five years of experience specializing in worker's compensation, diversity recruiting, operations management, and employee engagement. A proven track record of supporting the development of high-performance HR departments to drive organizational success and employee engagement

## Education

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

University of New York,  
NewYork, NY  
September 2012 - May 2016

## Key Skills

- HR Administration
- Workers'Compensation
- Employee Engagement
- Employee Benefits
- Payroll Administration

## Certifications

- Professional in Human Resources, (PHR) HRCI,2019
- Associate Professional in Human Resources (aPHR), HRQ.2016

## Professional Experience

### HR Coordinator

Brooklyn Manufacturing Inc., NewYork, NY I May 2018 - Present

- Support the HR Manager and department in administering and processing workers'compensation, benefits,and payroll totaling \$1,2M per year
- Coordinate the applicant selection and screening process for growth initiatives, evaluate resumes and cover Letters to identify talent, and conduct scheduling for interviews
- Collaborate with the HR team to provide resources and improve support for over 200+ personnel, identify resolutions to employee conflicts and payroll issues, and establish inclusive and collaborative work environments, resulting in a 20% reduction in turnover

### HR Coordinator

Douglas and Murdock Construction., NewYork, NY | May 2016 - May 2018

- Delivered administrative support to the HR department and aided the implementation of PeopleSoft, which reduced labor costs and saved over 40 work hours per week
- Drafted HR documentation, including onboarding materials, benefits documentation, incident reports, and disciplinary warnings for attendance and conduct infraction