

Sophia Hernandez

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Highly accomplished Human Resources (HR) Assistant with 10+ years of advancement and experience. Proven record of working with senior management to achieve organizational goals. Demonstrated ability to reduce employee turnover, improve job satisfaction, and reduce payroll expenses. Work informed by a bachelor's degree in human resources management.

Key Skills

- Talent Acquisition & Retention
- Time Management
- Workplace Diversity & Inclusion
- Oracle PeopleSoft

Professional Experience

HR Assistant

Emergent BioSolutions, Gaithersburg, MD | May 2018 - Present

- Maintain employee data and records
- Manage job candidate screening, interview scheduling, and new employee orientation
- Conducted survey of senior leadership to determine organizational needs and update hiring process
- Helped draft internal communications supporting employees' smooth transition to a remote work environment in March 2020

HR Assistant

Acuity Brands, Atlanta, GA | January 2011 - May 2018

- Appointed to support role focused on entering benefits data and helping orient new hires
- Updated work schedules to reflect personnel changes
- Revamped employee benefits spreadsheets, giving leadership a clearer view of associated costs and enrollment trends
- Distributed monthly newsletter and other company-wide communications
- Interviewed employees for monthly newsletter articles on key projects and business wins

Education

Bachelor of Science (BS) in Human Resources Management

University Of Georgia Athens, GA, September 2006 - May 2010

Certifications

- Professional in Human Resources (PHR), HR Certification Institute (HRCI), 2009