

# CHELSEA MORRIS

HUMAN RESOURCES ASSISTANT

## CONTACT

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Bayport, MN   
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## EDUCATION

Bachelor of Science  
Human Resource Development  
University of Minnesota - Twin Cities  
2017 - 2021  
Minneapolis, MN

## SKILLS

Workday  
Greenhouse  
Gusto  
Cornerstone OnDemand  
Kronos Workforce Ready  
Reflektive  
Zenefits  
Microsoft SharePoint  
Microsoft Teams

## WORK EXPERIENCE

### Human Resources Assistant

Andersen Corporation  
2022 - current / Bayport, MN

- Used Workday HRIS system to process employee data, lowering data entry errors by 49%.
- Leveraged the Cornerstone OnDemand learning platform, curating training videos for 115+ employees, achieving a 91% completion rate.
- Helped with documentation in onboarding new interns, ensuring smooth integration of each intern, and reducing onboarding time by 3 days.
- Held 19 employee orientation sessions via Microsoft Teams, allowing remote employees to engage 27% more with the office team.

### HR Trainee

UnitedHealth Group  
2022 - 2023 / Minnetonka, MN

- Assisted 2 senior HRs to recruit faster by sourcing candidates through Greenhouse, resulting in a 53% increase in the candidate pool within eight months.
- Administered employee benefits with Gusto, achieving a 97% accuracy rate in benefits enrollment and consistently solving any employee queries for the same.
- Facilitated payroll processing on Kronos Workforce Ready, accurately processing salaries for 217 employees each month.
- Supported HR managers in conducting a total of 54 interviews and assessments, contributing to a 39% decrease in time-to-fill positions.

### Receptionist

Target Corporation  
2020 - 2021 / Minneapolis, MN

- Managed all front desk operations, including handling of 112 daily incoming calls, emails, and in-person inquiries.
- Took employee surveys with Culture Amp, helping the organization gain 43% more feedback than traditional methods.
- Shared employee benefits data with new hires on Zenefits, reducing benefits processing time by 2 days.
- Collaborated with the HR and IT team via Microsoft SharePoint, cutting down the time taken to respond by 14 minutes.