

AMBER FOSTER

Human Resources Assistant

 a.foster@email.com

 (123) 456-7890

 [LinkedIn](#)

 Pittsburgh, PA

WORK EXPERIENCE

Human Resources Assistant

Giant Eagle, Inc.

 2021 - current  Pittsburgh, PA

- Organized monthly performance reviews for 57 employees, helping the senior HR team identify the most productive employees and those who needed more training to allocate tasks accordingly.
- Implemented QuickBooks for monthly payrolls, lowering the average time to process all salaries by 49 minutes.
- Optimized employee schedules with Deputy scheduling software, **decreasing annual overtime costs by \$12,426**.
- Handled benefit orientation sessions for new hires, gaining a 91% satisfaction rate for new benefits added, based on feedback surveys.

Junior Talent Acquisition Coordinator

Vanguard

 2019 - 2021  Malvern, PA

- Held initial candidate screenings for the most fitting applications, leading to 96% of shortlisted candidates being hired by the company.
- Introduced the Performance Pro system to streamline performance evaluations, making the evaluation and reporting process 6 days quicker.
- Conducted background checks for prospective hires, completing each within 2 business days on average.
- Collaborated with senior hiring managers to word out job descriptions better, refining them leading to **21% more qualified applications in 4 listings**.

HR Intern

Comcast Corporation

 2018 - 2019  Philadelphia, PA

- Oversaw HR documentation with Google Workspace, maintaining easy data access and retrieval for a team of 7 HR professionals.
- Assisted in curating online training sessions on Moodle, reaching 89 employees and **improving training results by 11%**.
- Used Slack for effective communication with other HRs, reducing email inbox clutter by 19%.
- Managed the firm's applicant tracking system (ATS) through iCIMS, helping them source 33% more qualified candidates.

EDUCATION

Bachelor of Science

Labor and Human Resources

Pennsylvania State University

 2015 - 2019

 University Park, PA

SKILLS

- Slack
- Google Workspace
- Benefitfocus
- Performance Pro
- Deputy
- Moodle
- TINYpulse
- QuickBooks Payroll
- iCIMS
- BambooHR