

Contact

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Top Skills

Human resource generalist

Facility scheduler

Suicide Prevention

Certifications

Learn with Workday

MySQL 5.6 Database Administrator

Joshua C

HR Onboarding Administrator at HCA Healthcare
Nashville, Tennessee, United States

Summary

As part of HCA Healthcare's HR Service Center, I specialize in onboarding administration for one of the nation's leading healthcare providers. I support candidates, employees, managers, and HR teams by facilitating a smooth and compliant onboarding process from background checks to start date coordination.

Experience

HCA Healthcare

HR Onboarding Administrator

April 2025 - Present (4 months)

Nashville, Tennessee, United States

- Process background results, adjudications, and pre-adverse notices
- Confirm candidate eligibility and initiate onboarding re-triggers
- Update start dates and manage rescinded offers
- Serve as liaison between HCA and vendors (e.g., PreCheck, License Manager Pro)
- Collaborate with Talent Acquisition, HRIS, HRBPs, and Employee Relations
- Maintain high service levels and data accuracy using systems such as Taleo, Lawson, Atlas, and Kronos

FedEx Supply Chain

HRIS Analyst

October 2024 - March 2025 (6 months)

United States

- Track changes and Update employee changes in ADP Workforce.
- Process timekeeping to make historical edits, process incentives and awards, manage accruals, Etc.
- Responsible for supporting HR Teams using UKG Pro to solve support tickets.
- Excellent organizational and communication skills for cross-departmental collaboration.

Amazon

Support Specialist

December 2021 - February 2023 (1 year 3 months)

United States

- Established and developed a new department for Amazon's Delivery Service Provider (DSP) program
- Resolved DSP issues related to their scorecards
- Investigated Driver Associates regarding safety, customer feedback, and delivery status
- Provided feedback to customers and delivery partners about account updates
- Audited safety scorecards to ensure accurate data reflection in real-time updates
- Reported discrepancies to Amazon's scorecard author

Education

Belmont University

Bachelor of Business Administration - BBA, Business Administration and Management, General · (August 2015 - May 2019)