Name: Emily Johnson

Email: emily.johnson@example.com

Phone: (555) 123-4567

Location: Chicago, IL

Summary:

Detail-oriented HR Coordinator with 3 years of experience in recruitment, employee relations, and HR administration. Skilled in maintaining compliance and improving HR processes.

Experience:

HR Coordinator

Tech Innovators, Chicago, IL

March 2019 – Present

- Managed recruitment for 50+ open positions annually.

- Coordinated onboarding programs for new hires.

- Maintained employee records in Workday.

HR Assistant

Green Solutions, Chicago, IL

June 2017 – February 2019

- Assisted with payroll processing and benefits administration.

- Organized employee training sessions.

- Data Scientist

-Data Analysist

Education:

Bachelor of Science in Human Resources

DePaul University

Graduated: May 2017

Skills:

- Workday, BambooHR

- Recruitment, Onboarding

- Labor Law Compliance

-SQL

-Machine Learning