|  |  |  |
| --- | --- | --- |
| **Contact info** |  | [name] |
| EMAIL  PHONE NUMBER  LINKEDIN URL   |  | | --- | | **Summary**  Detail-oriented and proactive HR Assistant with experience in supporting core HR functions, including recruitment, onboarding, and HR administration. Skilled in maintaining accurate employee records, managing HR documentation, and ensuring legal and policy compliance. Seeking to contribute to a collaborative HR team by streamlining processes, supporting employees, and driving efficiency in HR operations. | | **SKILLS**   * **Recruitment support:** Scheduling interviews, preparing job postings, and coordinating candidate communication * **HR administration:** Maintaining personnel files, updating HR databases, and supporting payroll and benefits administration * **Employee onboarding:** Coordinating new hire paperwork, conducting orientation sessions, and ensuring smooth integration * **Compliance & policy support:** Assisting in ensuring legal and policy adherence * **Communication & collaboration:** Strong interpersonal and written communication skills; works effectively with employees, managers, and external partners. * **Organizational skills:** Skilled in handling multiple priorities, maintaining confidentiality, and meeting deadlines * **Technical skills:** Proficient in Microsoft Office Suite, and experience with HRIS (e.g., BambooHR, Workday) and ATS | |  | |  | | --- | | **PROFESSIONAL Experience**  HR ASSISTANT [Company Name], [City, State] Dates From – To   * Assisted with recruitment activities — job postings, scheduling interviews, and managing candidate communication. * Maintained accurate and confidential employee records in HRIS and personnel files. * Coordinated onboarding and orientation for new hires. * Supported payroll preparation by providing necessary employee data and resolving discrepancies. * Assisted in implementing HR policies and procedures while ensuring compliance with labor laws. * Acted as a first point of contact for HR-related queries from employees and managers.   ADMINISTRATIVE ASSISTANT (HR FOCUS)  [Company Name], [City, State] Dates From – To  * Provided administrative support to the HR team, including drafting correspondence and maintaining HR documentation. * Supported employee engagement initiatives such as training sessions and team-building activities. * Handled confidential employee information discreetly. * Assisted HR Specialists with reporting and data analysis to track workforce metrics. | | **Education** Bachelor of [Degree, e.g., Business Administration with a focus on Human Resources][School], [CITY, STATE] [Month/Year] - [Month/Year]   * **Relevant coursework:** Organizational Development, Leadership Development, Data-driven Metrics and Business Strategy | | **CERTIFICATIONS**  **AIHR’S HR COORDINATOR CERTIFICATE PROGRAM (CP)**   * Specialized in HR operations across the employee lifecycle, HR project management, digital agility, effective communication, and practical toolkits to streamline HR processes. | |

[A screenshot of a cellphone

Description automatically generated](https://www.aihr.com/platform/?utm_source=resource&utm_medium=resource&utm_campaign=templates&utm_content=templates)