
HR Administrator Resume

Job Objective

Career minded HR Administrator seeking position with reputable organization in which my training can help improve the development of the organization.

Highlights of Qualifications:

- Remarkable experience in HR department and HR data systems
 - Huge knowledge of imparting HR support and enforced policies
 - Deep knowledge of extending administration support and working with MS Office
 - Solid understanding of modern office procedures and HR Policies
 - Familiarity with health and safety policies and ADP Payroll System
 - Amazing ability to do independent research
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Professional Experience:

HR Administrator
WorleyParsons, Harlingen, TX
November 2007 – Present

- Supervised health and welfare plans.
- Analyzed benefit providers and negotiated contracts.
- Handled changes and terminations.
- Aided as COBRA Administrator for company.
- Formulated monthly billings and evaluated them.
- Managed issues of carriers, payroll and company.
- Outlined reports and supervised Worksite Wellness program.

HR Administrator
Green Dot Corporation, Harlingen, TX
December 2003 – October 2007

- Coordinated with Corporate HR Business Partner.
 - Handled Interviews for Corporate openings.
 - Administered on boarding process and trained managers.
 - Supervised disability program and aided corporate affirmative action efforts.
 - Assisted Managers and imparted regular resource support.
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Education:

Bachelor's Degree in Human Resources
Fort Hays State University, Hays, KS

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