
HR Coordinator Resume

Job Objective

To obtain a HR Coordinator position and utilize my experience and skills for the successful completion of each job task.

Work Experience:

HR Coordinator, August 2005 – Present
Apple, Inc., Marrero, LA

- Tracked and reported the completion of annual reviews and pay action.
- Coordinated various training logistics of enrollment process, training calendar, meeting room set up and tracking attendance.
- Provided logistic support and coordination for the delivery of employee engagement, workplace surveys and employee focus groups.
- Completed and tracked project and program calendar, deliverables, communication plan.
- Conducted, sourced and reported information related to HR initiatives.
- Prepared presentations and supported materials for meetings, conferences and other engagements.

HR Coordinator, May 2000 – July 2005
Falcon Corporation, Marrero, LA

- Provided phone coverage and scheduled group meetings.
 - Maintained and updated Human Resources Information System (HRIS).
 - Ensured quality assurance of data feed interfaces.
 - Maintained employee benefit files.
 - Supported benefit enrollment process.
 - Maintained HR intranet site content.
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Summary of Qualifications:

- Strong accomplished experience in HR, handling FMLA and Worker's Comp claims
 - Comprehensive understanding of HR laws, ADP, payroll and HRIS product
 - In-depth knowledge of employee benefits programs, HRIS systems and conducting employee orientations
 - Proficient in Microsoft Suite
 - Excellent written, interpersonal and oral communication skills
 - Remarkable ability to maintain a high level of confidentiality with employee information, particularly protected health information
 - Amazing ability to learn and understand various computer systems
 - Outstanding ability to prioritize tasks and engage other company contacts appropriately
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Education:

Bachelor's Degree in Human Resources, Lake Superior State University, Michigan, MI

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