

---

## Onboarding Specialist Resume

---

### Job Objective

Seeking position that utilizes my training as an accomplished Onboarding Specialist.

---

### Highlights of Qualifications:

---

- Experience in managing presentation, developing curriculum for instructional designs and analyzing various business processes
  - Operational knowledge of Microsoft Office applications
  - Deep knowledge of expense management and lotus notes
  - Immense ability to perform troubleshoot on processes and systems
  - Exceptional ability to manage all conflicts and escalate issues
  - Skilled to develop and maintain applications
  - Excellent skills to identify and resolve problems
  - Proficient in coordinating with clients
- 

### Professional Experience:

---

Onboarding Specialist  
JPMorgan Chase & Co, Napa, CA  
May 2006 – Present

- Managed communication for candidates and employees who refer candidate.
- Coordinated with lateral recruitment team and scheduled interviews for new jobs.
- Developed offer letters for securities.
- Compiled all paperwork for new recruits and ensured timely payments to same.
- Assisted manager by sending hire emails and initiated desk set up process.
- Ensured appropriate orientation for all new recruits and maintained standard for same.
- Maintained records of all new hires and prepared spreadsheets for same.

Onboarding Specialist  
NASA Federal Credit Union, Napa, CA  
March 2003 – April 2006

- Managed on boarding process for all investment representatives and sales support staff.
  - Developed processes and trained individuals in various business applications through telephone and site.
  - Analyzed process, diagnosed problems and ensured effective resolution for same.
  - Documented all reports and resolution as required.
- 

### Education:

---

Bachelor's Degree in Arts  
Wheaton College, Norton, MA

[Build your Resume Now](#)