Onboarding HR Coordinator

Michael Rivera

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📍 Seattle, WA

Professional summary

Proactive Onboarding HR Coordinator with 5+ years of experience streamlining the onboarding process and enhancing the new hire experience. Adept at coordinating with cross-functional teams to ensure smooth employee transitions.

Education

Bachelor of Arts in Human Resources Management

University of Washington, Seattle, WA

Graduated: 2019

Experience

Onboarding HR Coordinator

February 2021 - Now

NorthWest Logistics / Seattle, WA

- Lead the onboarding process for new hires, coordinating with IT, payroll, and department managers.
- Conduct new hire orientations, ensuring employees have the resources and tools they need.
- Maintain and update onboarding materials, including employee handbooks and training guides.
- Track onboarding progress and provide regular reports to the HR leadership team.
- Ensure all new hires complete required documentation, including I-9 verification and tax forms.

HR Assistant

June 2019 - January 2021

Cascade Tech Solutions / Seattle, WA

- Assisted in the onboarding process by preparing new hire packets and scheduling orientation sessions.
- Handled pre-employment checks, including background verifications and drug screenings.
- Collaborated with HR leadership to enhance the employee onboarding experience.
- Provided administrative support to the recruitment team by organizing interview schedules.

Skills

Skill	Level
Employee Onboarding	◆ ◆ ◆ ◆ ◆
New Hire Orientation	◆ ◆ ◆ ◆ ◆
Cross-Department Collaboration	◆ ◆ ◆ ◆ ◆
Documentation Compliance (I-9, W-4)	◆ ◆ ◆ ◆ ◆
Onboarding Process Improvement	◆ ◆ ◆ ◆ ◆
Employee Handbook Management	◆ ◆ ◆ ◆ ◆

Employee Engagement Initiatives

- Spearheaded a new hire buddy program that paired new employees with experienced staff, improving retention rates by 15%.
- Created and facilitated a monthly "Welcome Lunch" for new hires, fostering early relationship-building within the team.
- Developed a feedback mechanism for new employees to provide insights on the onboarding process, leading to a 10% improvement in overall satisfaction scores.