JESSICA TAYLOR
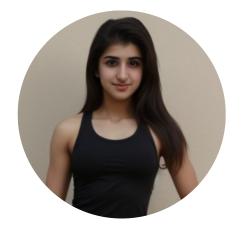
HR Assistant

(555) 123-4567 📞
jessicataylor@email.com ✉️
Austin, TX 📍

LinkedIn: /in/jessicataylor

PROFESSIONAL SUMMARY

Dedicated HR Assistant with 4+ years of experience in managing HR operations, employee onboarding, benefits administration, and payroll processing. Adept at handling sensitive employee information, maintaining compliance, and supporting the HR department's daily functions.

EDUCATION

Bachelor of Science in Business Administration

University of Texas at Austin

Graduated May 2018

Certifications

- PHR (Professional in Human Resources) — - Issued: February 2022
- SHRM Certified Professional (SHRM-CP) — Issued: September 2021

SKILLS

Employee Onboarding & Offboarding	Expert
HRIS Management (Workday, ADP)	Expert
Benefits Administration	Expert
Payroll Processing	Expert
Employee Records & Compliance	Expert
Policy and Procedure Development	Expert
Performance Management Support	Expert

EXPERIENCE

2020 - Now

HR Assistant
TriStar Healthcare — Austin, TX

- Manage new employee onboarding, including scheduling orientation-, preparing paperwork, and ensuring proper integration into the company.
- Process payroll for 150+ employees, ensuring accurate data entry and timely pay distribution.
- Maintain employee records and HRIS database (ADP), ensuring compliance with labor regulations and company policies.
- Assist with benefits administration, answering employee inquiries and coordinating open enrollment.
- Support the performance review process, gathering data and generating reports for department managers.

2019 - 2020

HR Coordinator (Intern)
Horizon Industries — Austin, TX

- Provided administrative support to the HR department, managing job postings, scheduling interviews, and assisting with recruiting efforts.
- Conducted new hire orientation sessions for 30+ employees each month.
- Helped maintain employee personnel files, ensuring compliance with legal and corporate standards.

TOOLS & TECHNOLOGIES

Workday, ADP, Microsoft Excel, Google Workspace