



ELENA CRUZ

An entry-level HR professional with two years of experience in recruiting, employee onboarding, and payroll management. Adept at collaborating cross-functionally to support organizational growth and enhance employee satisfaction.

Location

City, State Abbreviation Zip Code

Phone

(123) 456-7890

Email

email@example.com

Website

LinkedIn | Portfolio

Key skills

- Benefits enrollment and administration
- Employee onboarding and orientation
- HR documentation and compliance
- Payroll processing
- Recruitment and interview coordination

Education

Bachelor of Business Administration (B.B.A.) Human Resources

University of California, San Diego, CA | 2022

Professional Experience

Human Resources Intern | Pacific Coast Tech Solutions, San Diego, CA
January 2024 – August 2024

- Supported the recruitment team by screening over 280 resumes and scheduling interviews for information technology (IT) and marketing roles, resulting in 50 new employees in eight months
- Partnered with the HR coordinator to revamp onboarding procedures and training programs, reducing average onboarding time by 23%
- Conducted research to develop competitive salary and benefits packages for new hires based on industry compensation trends

Human Resources Assistant | Horizon Logistics Group, San Diego, CA
August 2022 – December 2023

- Coordinated with the HR manager in processing monthly payroll and administering benefits for a logistics company with 130 employees
- Organized and maintained employee records, benefits enrollment, and performance evaluations in compliance with federal and state labor laws
- Resolved employee inquiries regarding benefits and policies, contributing to an 89% satisfaction rate in HR support surveys

Certifications

- Associate Professional in Human Resources (aPHR) | HRCI | 2024