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Rebecca Johnson

A human resources executive assistant with 10+ years of experience supporting Chief Human Resources Officer (CHROs) and senior HR leaders in corporate environments. Adept at managing confidential employee records, coordinating recruitment efforts, and implementing HR policy. Skilled in handling sensitive HR matters with professionalism and discretion.

CONTACT

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-  LinkedIn | Portfolio
-  Atlanta, GA

EDUCATION

Bachelor of Science (B.S.) Human Resource Management, Georgia State University
May 2013

KEY SKILLS

- Executive support for HR leadership
- Employee records management
- Recruitment coordination and scheduling
- HR compliance and policy support
- Onboarding and training assistance

PROFESSIONAL EXPERIENCE

HUMAN RESOURCES EXECUTIVE ASSISTANT I STERLING GLOBAL ENTERPRISES, ATLANTA, GA

SEPTEMBER 2015 – PRESENT

- Provide administrative support to the CHRO, managing executive schedules, confidential employee records, and HR policy updates
- Assist in the recruitment process by coordinating interviews, tracking applicant documents, and ensuring compliance with hiring protocols
- Spearheaded an employee database overhaul, improving HR record-keeping accuracy by 40%

HR ADMINISTRATIVE COORDINATOR I BRIGHTFIELD STAFFING SOLUTIONS, ATLANTA, GA

JULY 2013 – SEPTEMBER 2015

- Managed scheduling and communication for HR leadership, ensuring seamless coordination between departments
- Processed employee onboarding documentation, improving efficiency and reducing paperwork errors by 25%
- Assisted in organizing company-wide training sessions and benefits enrollment events