




Sophia Reynolds

HR Administrative Assistant

HR administrative assistant with five years of experience in recruitment, employee onboarding, and benefits coordination. Skilled in handling confidential employee data, preparing reports, and supporting HR compliance. Passionate about building positive workplace environments.

CONTACT INFORMATION

 (123) 456-7890

 email@example.com

 LinkedIn

 Atlanta, GA 30303

KEY SKILLS

- ATS
- Benefits coordination
- Data confidentiality
- Employee onboarding
- HR policy compliance

PROFESSIONAL EXPERIENCE

February 2019 - Present

HR Administrative Assistant | Bright Horizons | Atlanta, GA

- Helped onboard over 50 employees annually by preparing contracts and orientation materials
- Maintained employee records in compliance with state and federal labor laws
- Provided support during recruitment drives, managing ATS scans
- Improved benefits enrollment accuracy by 15% through detailed data checks

May 2017 - January 2019

Office Assistant | HR Partners LLC | Atlanta, GA

- Scheduled interviews and maintained prompt correspondence with candidates for job openings
- Supported payroll processing by preparing timesheet summaries for HR review
- Prepared monthly reports on recruitment metrics for leadership team

EDUCATION

Bachelor of Arts (B.A.), Human Resources Management

Georgia State University, Atlanta, GA | April 2017

PRIOR EXPERIENCE HIGHLIGHT

Demonstrated strong collaboration as a server at three popular restaurants.