

SA

Sophia Adams

HR Administrative Assistant

Proactive HR administrative assistant with five years of experience managing employee records, supporting recruitment efforts, and coordinating training sessions. Skilled in using HRIS systems and maintaining compliance with labor laws. Passionate about enhancing organizational workflows.



Atlanta, GA 30303



(123) 456-7890



email@example.com



LinkedIn | Portfolio

KEY SKILLS

- ATS
- Employee onboarding
- HR compliance
- Payroll processing
- Training coordination

CERTIFICATIONS

- SHRM Certified Professional, Society for Human Resource Management, April 2020

PROFESSIONAL EXPERIENCE

HR ADMINISTRATIVE ASSISTANT | SYNERGY TECH SOLUTIONS ATLANTA, GA | JANUARY 2019 – PRESENT

- Managed employee onboarding for 50+ new hires annually, preparing contracts and orientation schedules
- Maintained HRIS database, ensuring 100% accuracy of employee records
- Coordinated quarterly training sessions, increasing participation by 20%

OFFICE ASSISTANT | HR PARTNERS INC. ATLANTA, GA | JUNE 2017 – DECEMBER 2018

- Supported recruitment by scheduling interviews and communicating with candidates
- Processed payroll documentation for a team of 100 employees, ensuring timely submissions

EDUCATION

- Bachelor of Business Administration (B.B.A.) in Human Resources Management
Georgia State University, Atlanta, GA | June 2017