

Emily Johnson

Motivated HR assistant with one year of experience supporting HR operations, including employee onboarding, record management, and benefits coordination. Committed to maintaining compliance and enhancing employee experiences.

CONTACT



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PROFESSIONAL EXPERIENCE

Human Resources Assistant | Delta Enterprises | Chicago, IL
June 2023 – Present

- Assist in onboarding new employees, ensuring completion of necessary documentation and orientation
- Maintain and update employee records in HRIS, ensuring data accuracy and confidentiality
- Coordinate benefits enrollment and address employee questions regarding benefits
- Support compliance efforts by preparing reports and assisting with audits