

LG

Lucas Garcia

Dedicated HR assistant with two years of experience supporting recruitment, data entry, and onboarding. Recognized for accuracy, confidentiality, and a strong work ethic in a fast-paced environment.



Miami, FL 33101



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LinkedIn

KEY SKILLS

- ATS support
- Employee records management
- HRIS updates
- Onboarding coordination
- Scheduling interviews

PROFESSIONAL EXPERIENCE

HR ASSISTANT | SUNLINE PROPERTIES

MIAMI, FL | JUNE 2022 – PRESENT

- Helped onboard 60+ new hires with 100% document accuracy
- Managed HRIS updates with a 99.7% error-free record
- Supported internal audits and prepared personnel file reviews

HR INTERN | METRO HR GROUP

MIAMI, FL | JANUARY 2021 – MAY 2022

- Scheduled interviews and followed up with candidates
- Updated job postings across platforms
- Tracked background checks and onboarding tasks

EDUCATION

- Bachelor of Business Administration
Florida International University, Miami, FL