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# Lily Davis

Detail-oriented HR coordinator with four years of experience in supporting HR functions, including recruitment, onboarding, and benefits administration. Committed to enhancing employee satisfaction and organizational efficiency.

## Contact



(555) 345-6789



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LinkedIn



Austin, TX 73301

## Education

Bachelor of Arts in Business  
Administration

Texas State University, San Marcos,  
TX

## Key Skills

- Benefits coordination
- Employee onboarding
- HRIS management
- Recruitment support
- Training facilitation

## Professional Experience

HUMAN RESOURCES COORDINATOR | TECH SOLUTIONS INC., AUSTIN, TX  
JANUARY 2021 – PRESENT

- Streamlined onboarding process, reducing new hire processing time by 40%
- Managed HRIS data entry, maintaining 99% accuracy rate
- Coordinated benefits enrollment for a workforce of 300 employees

HR ASSISTANT | INNOVATECH CORP., AUSTIN, TX  
JULY 2018 – DECEMBER 2020

- Assisted in recruitment efforts, scheduling interviews, and communicating with candidates
- Maintained employee records and ensured compliance with company policies
- Supported training sessions, contributing to a 10% increase in employee satisfaction

## Certifications

- SHRM Certified Professional (SHRM-CP), Society for Human Resource Management