

Noah Bell

Human resources support specialist

Versatile HR support specialist with broad knowledge of recruiting, onboarding, and file management

HR support professional with seven years of experience providing cross-functional assistance in recruiting, benefits, and general operations. Trusted point of contact for staff inquiries and coordination.

CONTACT



(000) 000-0000



email@example.com



LinkedIn



Boise, ID

KEY SKILLS

- Employee database management
- Event coordination
- HR documentation
- Interview logistics
- Onboarding assistance
- Payroll liaison
- Timekeeping system updates

EDUCATION

Associate of Science (A.S.) in
Human Resources
College of Western Idaho,
Nampa, ID, May 2016

PROFESSIONAL EXPERIENCE

HR SUPPORT SPECIALIST | EVERMONT BANK, BOISE, ID
AUGUST 2018 – PRESENT

- Provide full-service support to HR manager, handling scheduling, new hire paperwork, and vendor coordination
- Maintain timekeeping records and troubleshoot issues with supervisors
- Track annual training compliance and submit reporting to leadership

OFFICE COORDINATOR – HR | BOISE WELLNESS GROUP, BOISE, ID
MAY 2016 – JULY 2018

- Scheduled interviews and supported candidate tracking
- Managed supplies, records, and mail for HR team
- Helped plan employee appreciation week activities