

Miguel Soto

HR onboarding assistant

Organized onboarding specialist with experience managing high-volume new hire processes

HR assistant with six years of experience coordinating onboarding for corporate teams. Skilled in compliance checklists, welcome sessions, and background verification processes.

KEY SKILLS

- Background checks
- Digital onboarding platforms
- Document verification
- Employee orientation
- I-9 compliance
- New hire paperwork
- Welcome packet creation

EDUCATION

Bachelor of Arts (B.A.) in
Organizational Communication

Metropolitan State University of
Denver, Denver, CO
May 2017

PROFESSIONAL EXPERIENCE

Onboarding Assistant | Beacon Financial Services, Denver, CO
April 2020 – Present

- Process 20+ new hires monthly, ensuring complete documentation and checklist compliance
- Lead virtual orientation sessions and schedule department-specific trainings
- Collaborate with IT to ensure equipment and system access

HR Assistant | Goldline Staffing Agency, Denver, CO
January 2018 – March 2020

- Reviewed and verified employment eligibility and compliance documents
- Helped reduce onboarding time from seven days to three by streamlining workflow
- Tracked and followed up on incomplete employee forms