







Taylor Moreno

Human resources administrative assistant

Experienced HR administrative assistant with over six years supporting HR managers in busy corporate environments. Skilled at managing employee files, scheduling interviews, updating HRIS records, and ensuring compliance with internal policies.

CONTACT

-  (000) 000-0000
-  email@example.com
-  LinkedIn | Portfolio
-  Dallas, TX

KEY SKILLS

- Calendar management
- Document preparation
- Employee recordkeeping
- HRIS data entry
- Interview scheduling
- Onboarding support
- Policy compliance tracking

PROFESSIONAL EXPERIENCE

May 2020 - Present

HR Administrative Assistant | Jasper Holdings Inc. | Dallas, TX

- Maintain accurate HR records for 450+ employees, supporting onboarding, offboarding, and role transitions
- Coordinate 10 to 12 interviews weekly and ensure consistent candidate communication
- Assisted in transition to digital document management, reducing paper usage by 60%

March 2017 - April 2020

Administrative Assistant | City Financial Group | Irving, TX

- Supported both HR and finance teams by handling sensitive personnel data and assisting in benefits enrollment
- Improved new hire orientation materials and reduced training time by 15%
- Scheduled department meetings and coordinated logistics for training events

EDUCATION

Associate of Applied Science in Business Administration

Brookhaven College, Farmers Branch, TX | May 2016