

Isabella Kim

Human resources coordinator

(000) 000-0000 • San Antonio, TX • email@example.com • LinkedIn

Versatile HR coordinator with experience supporting policy, people, and process

HR coordinator with nine years of experience across employee relations, performance reviews, and HR compliance. Skilled at collaborating with cross-functional departments and implementing HR policy improvements.

Key Skills

- HR policy implementation
- Exit interview processing
- Onboarding
- Team coordination
- Employee relations support
- HRIS maintenance
- Staff training assistance

Professional Experience

HR COORDINATOR | GREENSPACE CONSTRUCTION, SAN ANTONIO, TX
SEPTEMBER 2018 – PRESENT

- Assist with policy communication and track compliance across five departments
- Lead annual review preparation and facilitate goal-tracking for managers
- Resolve employee questions regarding procedures and system access

HUMAN RESOURCES ASSISTANT | METROTECH OPERATIONS, AUSTIN, TX
JULY 2015 – AUGUST 2018

- Supported new hire orientation and employee file maintenance
- Responded to HR helpdesk tickets and redirected to appropriate specialist
- Updated organizational charts and monthly HR reports

Education

Bachelor of Business Administration (B.B.A.) | Texas State University
San Marcos, TX | May 2015