

Barbara Wilson

Hr Coordinator

HR Coordinator with four years supporting full-cycle recruiting, onboarding, and benefits administration for a 600-person manufacturing firm. Known for keeping HRIS data clean and turning messy compliance binders into searchable digital records. Comfortable in both the leadership conference room and on the shop floor.

CONTACT INFORMATION



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Raleigh, NC 12345

EDUCATION

B.S. in Business Administration,
HR concentration, North Carolina
State University, 2021

SHRM-CP, 2023

KEY SKILLS

- Workday HCM
- ADP Workforce Now
- Full-cycle recruiting coordination
- I-9 / E-Verify compliance
- Benefits administration
- FMLA and ADA leave tracking
- Employee onboarding
- HRIS reporting (Excel pivot tables, VLOOKUP)
- Conversational Spanish

PROFESSIONAL EXPERIENCE

HR Coordinator | Brightline Industrial Components, Raleigh, NC |
2022 – Present

- Run onboarding for roughly 85 new hires per year across three plants, cutting average time-to-productivity from 18 days to 11.
- Audit I-9s, EEO-1 entries, and benefits enrollments quarterly; flagged 37 misclassified records during a 2023 sweep before they reached payroll.
- Coordinate open enrollment communications with the broker, including town halls and a Spanish-language Q&A session that lifted dental plan participation.
- Maintain Workday data hygiene for 612 employees and serve as first point of contact for manager self-service questions.
- Pulled together the documentation package for an unemployment hearing the company won on appeal.

HR Assistant | Brightline Industrial Components, Raleigh, NC |
2021 – 2022

- Scheduled phone screens and panel interviews for a recruiter handling 25 to 30 reqs at a time.
- Owned the new-hire paperwork inbox; cleared a six-week backlog in the first 30 days.
- Drafted offer letters from templates and tracked signatures through DocuSign.
- Built a shared FAQ doc that cut repetitive benefits questions to the HR inbox by roughly a third.