



CONTACT INFORMATION



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Minneapolis, MN 12345

EDUCATION

- B.A. in Sociology, University of Wisconsin-Madison, 2015
- SHRM-CP, 2019
- PHR (HRCI), 2022

KEY SKILLS

- UKG Pro, BambooHR, ADP Workforce Now
- Multi-state employment compliance
- FMLA / ADA / STD leave administration
- Benefits open enrollment
- HRIS migration and data cleanup
- I-9 / E-Verify
- SOC 2 HR controls
- Headcount and turnover reporting
- SOP writing and training
- Workers' compensation case handling

Gregory Morris

Hr Coordinator

ABOUT ME

Senior HR Coordinator with nine years across retail, SaaS, and professional services. Strong at the operations layer of HR: benefits cycles, leave administration, multi-state compliance, and HRIS migrations. Often the person who actually writes the SOP after the consultant leaves.

PROFESSIONAL EXPERIENCE

Senior HR Coordinator | Northwind Legal Group, Minneapolis, MN
2021 – Present

- Administer benefits for 480 employees across 14 states, including annual open enrollment and mid-year qualifying events.
- Led the day-to-day workstream for the BambooHR to UKG Pro migration, cleaning 9,200 historical records and reconciling them against payroll.
- Manage FMLA, parental leave, and short-term disability cases; closed an average of 62 leave files per year with zero compliance findings on the 2023 internal audit.
- Partner with finance monthly on headcount reporting and accrual variances.
- Trained four newer coordinators on case documentation and the firm's leave intake script.

HR Coordinator | Lumen Path Software, St. Paul, MN
2018 – 2021

- Coordinated full-cycle onboarding for engineering and sales hires, averaging 11 starts per month during the 2020 growth year.
- Processed I-9s and E-Verify for all U.S. hires and corrected a backlog of 28 incomplete forms inherited from a prior coordinator.
- Ran quarterly compliance reports for SOC 2 audits covering access reviews and termination checklists.
- Owned the company's response to employment verifications and unemployment claims across six states.
- Built the new-hire Slack onboarding bot in partnership with IT, replacing a 14-page PDF.

HR Coordinator | Greaves & Halloran Retail Co., Madison, WI
2016 – 2018

- Supported HR for 22 store locations and the regional distribution center, totaling around 850 hourly employees.
- Ran weekly recruiting reports for store managers and flagged locations missing staffing targets by more than 15%.
- Coordinated annual harassment prevention training, tracking completion to 98% on time.
- Handled garnishment paperwork and child support orders in coordination with payroll.

HR Assistant | Greaves & Halloran Retail Co., Madison, WI
2015 – 2016

- First point of contact at the corporate HR desk for store-level employee questions.
- Maintained personnel files and processed status changes in ADP.

- Scheduled exit interviews and logged turnover reasons for the quarterly leadership report.