




# Linda Miller

## Hr Generalist

Junior HR Generalist with 18 months of in-house experience supporting a 180-person engineering services firm. Comfortable owning onboarding logistics, benefits questions, and HRIS data hygiene. Studying for the SHRM-CP exam in spring.

### CONTACT INFORMATION

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### EDUCATION

B.S. Business Administration, HR Concentration, Arizona State University, 2023

SHRM-CP Candidate, exam scheduled May 2025

### KEY SKILLS

- BambooHR
- Freshservice ticketing
- I-9 and E-Verify
- Onboarding coordination
- PTO and benefits inquiries
- Microsoft Excel
- Confidential record handling
- Written and verbal communication

### PROFESSIONAL EXPERIENCE

#### HR Generalist I | Quillstone Engineering, Tempe, AZ 2023 – Present

- Onboard an average of 8 new hires per month, including I-9 verification, equipment requests, and first-week check-ins.
- Answer roughly 30 employee tickets per week on PTO, benefits enrollment, and policy questions through Freshservice.
- Audited the HRIS for missing emergency contacts and pay-grade fields; corrected 217 records over six weeks.
- Help schedule and document quarterly performance conversations for 4 department managers.

#### HR Intern | Quillstone Engineering, Tempe, AZ Summer 2023

- Built a new-hire welcome packet that replaced a printed binder, saving roughly 12 hours of admin time per month.
- Shadowed two ER intake meetings and drafted the follow-up summary memos under review.
- Compared four background-check vendors on price and turnaround for the HR Manager.