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CONTACT INFORMATION

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EDUCATION

- B.A. in Psychology, University of South Florida, 2020
- SHRM-CP, 2023

KEY SKILLS

- HRIS: UKG Pro, ADP Workforce Now, BambooHR
- Applicant tracking: Greenhouse, iCIMS
- I-9 and E-Verify compliance
- Benefits enrollment support
- Onboarding coordination
- Microsoft Excel (VLOOKUP, pivot tables)
- Confidential records handling
- Bilingual English/Spanish

Betty Harris

Human Resources Assistant

ABOUT ME

HR Assistant with 4 years supporting full-cycle recruiting, onboarding, and HRIS data for mid-size employers. Known for clean records, fast turnaround on candidate questions, and quietly fixing the small process gaps no one else catches.

PROFESSIONAL EXPERIENCE

Human Resources Assistant | Brightline Logistics Group, Tampa, FL
2022 – Present

- Coordinate onboarding for 78 new hires per quarter across 4 distribution centers, handling I-9 verification, background checks, and benefits enrollment with no audit findings in two cycles.
- Maintain employee records in UKG Pro for roughly 1,200 staff, auditing job codes and pay rates monthly to keep payroll error rates low.
- Schedule and prep interview panels for recruiters, cutting average time-to-schedule from 6 days to 2.
- Built a shared FAQ doc for new-hire paperwork after noticing the same five questions kept hitting the HR inbox.
- Serve as first point of contact for tier-1 employee questions on PTO, benefits, and verifications of employment.

HR Coordinator (Contract) | Keystone Senior Living, Tampa, FL
2020 – 2022

- Processed weekly new-hire paperwork for 3 nursing facilities, averaging 25-35 onboardings per month.
- Tracked compliance training completion for 410 caregivers and flagged lapsed CPR and HIPAA certifications to managers.
- Reconciled benefits invoices against ADP enrollment reports, catching a vendor overbilling that recovered around \$6,800.
- Drafted offer letters and verification of employment letters using approved templates.