

Catherine Evans

Human Resources Assistant

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Senior HR Assistant with 9 years across healthcare, retail, and tech employers. Runs onboarding for high-volume hiring, owns HRIS data integrity, and is the go-to person when payroll, benefits, and compliance deadlines stack up in the same week.

PROFESSIONAL EXPERIENCE

Senior HR Assistant, Sandia Health Partners, Albuquerque, NM 2021 – Present

- Lead onboarding operations for a 2,400-employee hospital network, processing 30-45 new hires weekly during peak hiring seasons.
- Own Workday data integrity for the HR department, running monthly audits that reduced duplicate employee records by 62%.
- Coordinate annual open enrollment for medical, dental, and 403(b) plans, fielding around 400 employee questions in a three-week window.
- Train two junior HR assistants on I-9 reverification, FMLA paperwork intake, and verification of employment processes.
- Partner with payroll on bi-weekly cutoff, resolving timecard exceptions before the Tuesday 10 a.m. deadline.

HR Assistant, Mesa Verde Retail Group, Santa Fe, NM 2018 – 2021

- Supported 14 store locations and 680 hourly employees with onboarding, badge requests, and uniform orders.
- Audited unemployment claims and responded to 90+ state agency requests per year, winning roughly 70% of contested claims.
- Built a shared Smartsheet tracker for store manager turnover that replaced three separate spreadsheets.
- Coordinated quarterly all-staff training compliance reporting for the regional HR Manager.

HR Coordinator, Cottonwood Software Inc., Rio Rancho, NM 2016 – 2018

- Processed onboarding for engineering and customer support hires across two product lines.
- Managed background check vendor relationship and reduced average turnaround from 8 days to 4.
- Drafted offer letters, NDAs, and equity grant paperwork for review by HR Manager.
- Maintained org charts and headcount trackers used in monthly leadership meetings.

EDUCATION

- B.B.A. in Management, University of New Mexico, 2016
- SHRM-CP, 2020
- Workday HCM Foundations, 2022

KEY SKILLS

- HRIS: Workday, UKG Pro, BambooHR
- Open enrollment administration
- I-9 and E-Verify audits
- Excel: pivot tables, VLOOKUP, conditional
- ATS: Greenhouse, Taleo
- FMLA, ADA, and leave intake
- Unemployment claims response
- Smartsheet and Asana

formatting

- Training and mentoring junior staff