Carolyn Parker

HR Business Partner

SHRM Certified Professional with 6 years of experience in employee relations, benefits administration, and workforce planning across construction, services, and energy organizations. Raised employee engagement scores by 18% through quarterly pulse surveys, cross-functional action committees, and manager coaching, and negotiated a medical and dental plan restructuring that reduced annual benefits costs by $87,230 for 620 employees.

Riverton, WY 12345

(307) 555-0125

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KEY SKILLS

- Workday
- BambooHR
- Microsoft Excel
- Employee Relations
- Benefits Administration
- Performance Management
- FMLA and ADA Compliance
- HRIS Data Management
- Workforce Planning
- COBRA Administration

CERTIFICATIONS

- SHRM Certified Professional, Society for Human Resource Management, 2022

PROFESSIONAL EXPERIENCE

HR BUSINESS PARTNER
SHOSHONE BASIN ENERGY PARTNERS, RIVERTON, WY | 2023 – PRESENT

- Raised employee engagement scores by 18% over 14 months by introducing quarterly pulse surveys, forming 6 cross-functional action committees, and coaching 12 managers on response planning.
- Negotiated a medical and dental plan restructuring with 2 carriers, reducing annual benefits costs by $87,230 while maintaining the same coverage tiers for 620 employees.
- Automated leave-tracking and status-change workflows in Workday, saving about 12% of weekly administrative processing time for a 3-person HR operations team.
- Advised 9 business unit leaders on performance management calibration, writing review guidelines that aligned individual goals with annual operating targets.

HR GENERALIST
WIND RIVER PRAIRIE SERVICES LLC, LANDER, WY | 2021 – 2023

- Designed a stay-interview program covering 380 employees that lifted engagement survey scores from 58 to 72 points within 8 months.
- Identified $53,410 in benefits cost savings by auditing dependent eligibility records and removing 41 ineligible dependents from the group health plan.
- Built Microsoft Excel models to forecast headcount needs for 4 departments, reducing last-minute staffing requests by 7 per quarter.
- Coordinated FMLA and ADA accommodation requests, maintaining case files in BambooHR and closing each request within an average of 6 days.

HR COORDINATOR
POPO AGIE CREEK CONSTRUCTION GROUP, LANDER, WY | 2020 – 2021

- Converted paper-based personnel forms to digital templates, cutting administrative task time by 2.4 hours per week for the HR department.
- Processed benefits enrollment changes for 260 employees during open enrollment, resolving 34 discrepancies within 48 hours each cycle.
- Prepared OSHA recordkeeping logs and EEOC reporting data, submitting all filings an average of 9 days before each deadline.

EDUCATION

B.S.B. in Management with a Human Resources Focus
University of Wyoming, Laramie, WY | 2016 – 2020