LC

CONTACT INFORMATION

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Portage, WI 12345

EDUCATION

- BBA Human Resource Management

  2020 - 2024
  University of Wisconsin-Whitewater, Whitewater, WI

KEY SKILLS

- BambooHR
- ADP Workforce
- Microsoft Excel
- FMLA Administration
- ADA Compliance
- EEOC Reporting
- COBRA Administration
- Onboarding Program Design
- Succession Planning
- Applicant Tracking

Larry Campbell

HR Generalist

HR generalist with 2 years of experience onboarding 137 new hires across two organizations while coordinating benefits enrollment, FMLA documentation, and I-9 compliance. Reduced time-to-fill open positions from 52 to 31 days by redesigning intake forms and pre-screening candidates in BambooHR, and administered biweekly payroll updates in ADP Workforce for a 340-employee client group.

PROFESSIONAL EXPERIENCE

HR Generalist | 2025 - Present
Baraboo Ridge Holdings LLC, Baraboo, WI

- Reduced time-to-fill open positions from 52 to 31 days by redesigning hiring-manager intake forms and pre-screening candidates in BambooHR before panel interviews.
- Onboarded 83 new hires in 10 months, coordinating orientation schedules, benefits enrollment, and FMLA documentation for a 340-employee client group.
- Closed 4 leadership gaps by partnering with department managers to identify high-potential staff and building 90-day development plans tied to open supervisory roles.
- Administered biweekly payroll updates and PTO adjustments in ADP Workforce for 340 employees, maintaining data accuracy across 2 pay cycles per month.

HR Coordinator | 2024 - 2025
Prairie Bluff Equipment Co., Portage, WI

- Onboarded 54 new hires over 12 months, scheduling orientations within 3 days of each start date and collecting all required I-9 and EEOC self-identification forms.
- Helped fill 2 supervisory openings by researching internal candidates, preparing competency matrices in Microsoft Excel, and presenting shortlists to the HR manager within 5 business days.
- Posted and tracked 38 open requisitions across job boards, reducing average posting-to-shortlist time from 14 days to 9 days.