



Emily Parker

HR Assistant | Onboarding, HRIS & Employee Records

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SUMMARY

HR Assistant with 3.5 years of experience supporting HR operations for a 400-employee company. Processed onboarding for 180+ new hires, maintained 99% HRIS data accuracy, and cut offer-to-start paperwork time by 35%. Skilled in onboarding, employee records, benefits administration support, and I-9 compliance.

SKILLS

HR Operations: Onboarding & Offboarding, Employee Records, I-9 & E-Verify, Benefits Enrollment Support, Leave Tracking, Policy Documentation, Payroll Data Entry

Systems: Workday, ADP Workforce Now, BambooHR, Microsoft 365 (Excel, Outlook), DocuSign

Core Skills: Confidentiality, Attention to Detail, Employee Communication, Scheduling, Customer Service

EXPERIENCE

HR Assistant

Jun 2023 – Present

Buckeye Manufacturing Group — Columbus, OH

- Onboard 15–20 new hires per month, coordinating background checks, I-9 verification, equipment, and orientation schedules.
- Maintain accurate records for 400 employees in Workday; achieved 99% data accuracy in quarterly audits.
- Cut offer-to-start paperwork time by 35% by building e-signature packets and a new-hire checklist.
- Support benefits open enrollment, answering 300+ employee questions with a 95% satisfaction score.
- Prepare weekly headcount, turnover, and leave reports for the HR Manager.

HR Coordinator Intern / Administrative Assistant

Jul 2022 – May 2023

Central Ohio Staffing Services — Columbus, OH

- Filed and digitized 1,500+ personnel records into a secure cloud system.
- Scheduled interviews for 60+ candidates and sent offer and rejection communications.
- Updated job postings on Indeed and LinkedIn and tracked applicants in the ATS.

HIGHLIGHTS

Recognized as Rookie of the Year 2023 for onboarding process improvements; completed SHRM-aligned HR fundamentals coursework.

EDUCATION

Bachelor of Arts in Psychology

Ohio State University — Columbus, OH
2022 | GPA 3.5

CERTIFICATIONS

- aPHR (Associate Professional in Human Resources)
- SHRM Essentials of HR Certificate
- Workday HCM Fundamentals