STACEY HARRISON

HR Assistant

1515 Pacific Ave, Los Angeles, CA 90291, United States

3868683442 **email@email.com**

Place of birth ..... ***San Antonio*** Driving license ..... ***Full***

LINKS

LinkedIn, ***Pinterest***, ***Resume Viking Templates***, ***Build this template***

PROFILE

Dependable HR assistant with over four years of experience in companies with 120+ employees. SHRM-CP certified and member of the 2016 "Human Resources Team of the Year." Cut costs by $13K monthly by implementing a new payroll system. Looking to use knowledge of hiring and training 60+ employees to become a Human Resource Assistant for Polyglot Publications.

EMPLOYMENT HISTORY

HR Assistant, Angie Aytkins Studios ..... Jan 2018 — May 2021

Albertville

Provided administrative support to the executive director, chief financial officer, and controller and support the HR Director with the full cycle recruiting process, including sourcing, screening, and candidate interviews.

- Organized employee data and ensured all employment records were up to date.
- Assisted with the recruiting and training of new employees for marketing and IT teams.
- Administered payroll information, compensation materials, and benefits programs.
- Supported daily operations within the human resources department.
- Mentored employees through personal and professional discrepancies.

HR Assistant, Silverming COnstruction ..... Jan 2016 — Dec 2018

Maragogipe

Executed daily administrative operations for the Human Resources Executive; oversaw and processed standard US mail and emails, coordinated meetings and events. Responded to inquiries. And answered a high volume of incoming phone calls on a multi-line system.

- Ensured all personnel, office, and employment records were kept confidential.
- Provided administrative support with calendars, payroll, meetings, and training events.
- Trained new employees and conducted orientations for new staff hire.
- Managed daily HR functions supporting a staff of 220 across three locations: Chico, CA, San Mateo, CA, and Romania. This required weekly travel from Chico to the San Mateo office.
- Served as a link between leadership, management, and employees by answering questions, communicating decisions, and helping to resolve conflict.

EDUCATION

Harvard University ..... May 2021 — May 2021

Cambridge

Bachelor of Science in Human Resource Management

- Awards: Member of the National Golden Key Honor Society, 2010
- Leadership: President of the Golf Club, 2011
- GPA: 3.9

SKILLS

Human Resources Information Software (HRIS) ..... ***Expert***

Dispute Resolution & Management ..... ***Expert***

Compensation & Benefits ..... ***Expert***

Employee Grievance & Dissatisfaction ..... ***Expert***

Performance Management ..... ***Expert***

ACCOMPLISHMENTS

- Identified and implemented an alternative payroll system, reducing company costs by $12,000 per month.
- Awarded the 2015 "Human Resources Team of the Year" from American Business Awards (team award).
- Managed corporate LinkedIn and Facebook profiles and increased visibility by 86% within four months.

COURSES

Professional in Human Resources ..... May 2021 — May 2021

HR Certification Institute (HRCI), Online.

Certified Professional in Learning and Performance (CPLP) ..... Jan 2020 — Jul 2020

The Association for Talent Development (ATD), Detroit, MI.

LANGUAGES

English ..... ***Native speaker***

Spanish ..... ***Very good command***

French ..... ***Good working knowledge***

HOBBIES

Baseball, Rugby, Soccer