

Sam Wright

Human Resources Assistant

Boston, MA 02118

(617) 555-3891

sam.wright@email.com

LinkedIn:

Human resources assistant with three years of experience supporting HR functions in corporate and nonprofit settings. Skilled in onboarding, HRIS systems, and compliance tracking. Known for maintaining accurate records and improving administrative workflows.

Key Skills

- Applicant tracking systems (ATS) - Expert
- Calendar coordination - Proficient
- HRIS data entry - Competent
- New hire onboarding - Competent
- Payroll support - Competent
- Policy documentation - Amateur

Professional Experience

Human Resources Assistant

CloverPath Nonprofit | Boston, MA

April 2022 - Present

- Coordinated onboarding for over 80 new hires, reducing processing time by 35% through automated forms and digital checklists
- Maintained employee files and HRIS entries with 100% audit compliance across two consecutive state reviews
- Scheduled interviews and handled candidate communications, improving response rates by 46% and reducing time-to-fill by 5 days

Administrative Assistant

Brighton Staffing Group | Boston, MA

August 2020 - March 2022

- Supported two recruiters with scheduling, applicant tracking, and reference checks across 15+ open positions
- Processed timesheets and payroll submissions weekly, achieving 98% accuracy with minimal delays
- Created new email templates and tracking sheets, streamlining internal workflow for recruiting team

Education

Bachelor of Arts (B.A.) in Human Resource Management May 2020

Suffolk University | Boston, MA

Certifications

Professional in Human Resources (PHR) | 2024