

Amina Patel

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SUMMARY

Detail-oriented and proactive recent graduate with a Bachelor's degree in Human Resources Management. Strong understanding of employee benefits administration and a passion for supporting workforce wellbeing. Eager to leverage analytical skills and knowledge of HRIS systems to enhance the employee experience as an Entry Level Benefits Specialist.

EXPERIENCE

Human Resources Intern

Jun 2022 - Present

ABC Corporation, Chicago, IL

- Assisted in the administration of employee benefits, improving enrollment accuracy by 15%.
- Conducted benefits orientation sessions for new hires, enhancing employee understanding of available options.
- Utilized HRIS software to manage employee records and benefits data, achieving a 20% reduction in processing time.

HR Assistant

Jan 2021 - May 2022

XYZ Solutions, Chicago, IL

- Streamlined the onboarding process, cutting the time to complete paperwork by 30%.
- Collected and analyzed employee feedback on benefits, leading to recommendations for program improvements.
- Maintained compliance with benefits legislation by regularly updating HR policies and procedures.

Payroll and Benefits Coordinator (Intern)

Sep 2020 - Dec 2020

DEF Services, Chicago, IL

- Supported the payroll department by verifying benefit deductions, reducing discrepancies by 10%.
- Assisted in the research of benefits options, contributing to a cost savings of \$5,000 annually.
- Participated in open enrollment preparations, enhancing communication strategies for better employee engagement.

EDUCATION

Bachelor of Science in Human Resources Management

May 2018

University of Illinois, Champaign, IL • GPA: 3.7

SKILLS

Technical Skills: Benefits Administration, HRIS Software, Data Analysis, Employee Relations

Tools & Frameworks: ADP Workforce Now, Microsoft Excel, Google Workspace