

Amina Patel

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SUMMARY

Results-driven HR professional with a strong foundation in talent acquisition and employee engagement strategies. Demonstrated ability to optimize HR processes and enhance team performance through innovative solutions and effective leadership.

EXPERIENCE

HR Coordinator

Jan 2022 - Present

NextGen Solutions, Atlanta, GA

- Implemented a new applicant tracking system that reduced hiring time by 30%, saving the company approximately \$50,000 annually.
- Developed and executed an employee onboarding program that improved new hire retention by 25% over the first year.
- Conducted quarterly employee surveys and analyzed results to enhance workplace culture, leading to a 15% increase in employee satisfaction scores.

HR Intern

Jun 2021 - Dec 2021

Innovate Corp., Atlanta, GA

- Assisted in the recruitment process, helping to fill 20+ positions in a six-month period by sourcing candidates and coordinating interviews.
- Maintained employee records and HR databases, ensuring compliance with data protection regulations.
- Facilitated training sessions for new employees on company policies and procedures, improving onboarding efficiency.

Volunteer HR Assistant

Jan 2020 - May 2021

Community Outreach Program, Atlanta, GA

- Supported recruitment initiatives for volunteers, increasing volunteer sign-ups by 40% through targeted outreach efforts.
- Organized workshops and training sessions for volunteers, enhancing their skills and engagement.
- Helped streamline the volunteer management system, reducing administrative workload by 15 hours per month.

EDUCATION

Bachelor of Science in Human Resources Management

May 2018

Georgia State University, Atlanta, GA • GPA: 3.7

SKILLS

Technical Skills: Talent Acquisition, Employee Relations, Performance Management, HR Analytics

Tools & Frameworks: Workday, BambooHR, Microsoft Excel, Slack