

Aisha Patel

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SUMMARY

Detail-oriented HR Coordinator with over 5 years of experience in recruitment and employee onboarding. Proven track record in streamlining processes to enhance operational efficiency and improve employee satisfaction.

EXPERIENCE

HR Coordinator

Jan 2022 - Present

Tech Innovators Inc., San Francisco, CA

- Implemented a new applicant tracking system, reducing recruitment time by 30%.
- Developed onboarding programs that increased employee retention rates by 25% within the first year.
- Managed payroll and benefits for over 200 employees, ensuring 100% compliance with regulations.

HR Assistant

Jun 2018 - Dec 2021

Global Solutions Corp., San Francisco, CA

- Supported recruitment efforts, contributing to a 20% increase in hires over 2 years.
- Conducted employee satisfaction surveys that guided initiatives improving workplace morale by 15%.
- Organized training sessions that improved employee skills, resulting in a 10% increase in productivity.

HR Intern

Jan 2017 - May 2018

Green Valley Partners, San Francisco, CA

- Assisted with the execution of performance appraisals, enhancing feedback processes across departments.
- Maintained employee records and HR databases, ensuring accuracy and confidentiality.
- Participated in HR projects aimed at promoting diversity and inclusion within the workplace.

EDUCATION

Bachelor of Science in Human Resource Management

May 2018

University of California, Berkeley, Berkeley, CA • GPA: 3.7

SKILLS

Technical Skills: Recruitment Strategies, Employee Onboarding, Performance Management, HRIS Management

Tools & Frameworks: Workday, BambooHR, Microsoft Office Suite, Slack