

Aisha Patel

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SUMMARY

Dynamic HR Generalist with over 5 years of experience in recruitment, employee relations, and performance management. Proven track record of implementing HR initiatives that enhance employee satisfaction and improve operational efficiency.

EXPERIENCE

HR Generalist

Jan 2022 - Present

Tech Innovations Inc., Atlanta, GA

- Streamlined the recruitment process, reducing time-to-hire by 30% and saving approximately \$50,000 in recruitment costs annually.
- Led a company-wide employee engagement survey resulting in a 25% increase in employee satisfaction scores.
- Implemented a new HRIS system, improving data accuracy and reducing administrative workload by 20 hours per month.

HR Coordinator

Mar 2019 - Dec 2021

Global Solutions LLC, Atlanta, GA

- Assisted in managing the onboarding process for over 100 new hires annually, resulting in a 15% reduction in turnover within the first year.
- Developed and conducted training programs that enhanced employee compliance awareness, improving audit scores by 40%.
- Maintained employee records and handled benefits administration for a workforce of 250 employees, ensuring compliance with federal and state regulations.

Recruitment Assistant

Jan 2018 - Feb 2019

Bright Future Staffing, Atlanta, GA

- Supported recruitment efforts that successfully filled 80+ positions in a high-demand market, achieving a 95% satisfaction rate from hiring managers.
- Managed applicant tracking system (ATS) to streamline candidate evaluations and improve communication with applicants, reducing response times by 50%.
- Conducted initial phone screenings and scheduled interviews, contributing to a more efficient hiring process.

EDUCATION

Bachelor of Science in Human Resource Management

May 2018

Georgia State University, Atlanta, GA • GPA: 3.7

SKILLS

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

Tools & Frameworks: Workday, BambooHR, LinkedIn Recruiter