

# HR Generalist

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## SUMMARY

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Well-rounded HR generalist with six years supporting a 600-employee workforce, administering BambooHR, resolving employee-relations cases, and keeping benefits and compliance running smoothly across multiple states.

## EXPERIENCE

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### HR Generalist, Atlas Manufacturing Group

2020 – Present

*City, ST*

- Administered BambooHR for a 600-employee population, keeping records, org charts, and PTO balances accurate company-wide.
- Resolved roughly 40 employee-relations cases a year through documented investigations, with no escalations to litigation.
- Ran open enrollment for medical, dental, and 401(k) benefits, achieving 97% on-time election completion across two cycles.
- Cut new-hire onboarding turnaround from 10 days to four by digitizing I-9, W-4, and policy-acknowledgment forms.
- Maintained FMLA, FLSA, and EEO compliance across three states, passing an external audit with zero findings.
- Coordinated 50-plus full-cycle hires annually, partnering with managers on offers, references, and start logistics.
- Delivered quarterly harassment-prevention and policy training to 600 staff, tracking completion to full compliance.
- Built a turnover dashboard that helped reduce voluntary attrition in the plant from 19% to 13% over two years.

### HR Coordinator, Greenfield Retail Holdings

2018 – 2020

*City, ST*

- Processed new-hire paperwork and background checks for 120 seasonal and full-time hires each year.
- Maintained personnel files and ensured I-9 documentation stayed audit-ready for a 250-person workforce.
- Responded to employee questions on pay, leave, and benefits, resolving 85% without manager involvement.
- Scheduled and tracked mandatory safety and compliance training, reaching 100% completion before deadlines.
- Supported biweekly payroll input by verifying timecards and PTO requests against policy before submission.
- Drafted offer letters and updated the employee handbook to reflect two new state-law requirements.

## EDUCATION

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### Bachelor of Science in Human Resource Management

2014 – 2018

*State University — City, ST*

## CERTIFICATIONS & LICENSES

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SHRM-CP · PHR

## SKILLS

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HRIS administration · Employee relations · Benefits administration · FMLA and leave management · FLSA and EEO compliance · Full-cycle recruiting · Onboarding · Payroll support · HR policy and handbook · Training and development · Workforce reporting · Conflict resolution