




JESSICA THOMPSON

HR Assistant

(614) 555-0198 

jessica.thompson@email.com 

Columbus, OH 



PROFESSIONAL SUMMARY

Detail-oriented HR Assistant with over experience supporting HR operations and employee relations. Proven ability to maintain confidential records, assist with recruitment processes, and enhance employee engagement. Skilled in Microsoft Office Suite, HRIS software, and handling sensitive employee information.

EDUCATION

Bachelor of Arts in Human Resources Management

Ohio State University / Columbus, OH

Graduated May 2018

SKILLS

- HR Systems: Workday, ADP Workforce Now, Microsoft Office Suite (Excel, Word, PowerPoint) Expert
- Soft Skills: Excellent interpersonal communication, detail-oriented, time management, organizational skills Expert
- Other: Recruitment processes, benefits administration, event coordination, payroll support Expert

COURSES

Professional in Human Resources (PHR), HRCI

Completed February 2022

Diversity and Inclusion in the Workplace, LinkedIn Learning

Completed August 2021

EXPERIENCE

2023 - Now

HR Assistant

Liberty Mutual Insurance / Boston, MA

- Process and maintain employee records for over 300 employees, ensuring all documentation was accurate and up-to-date.
- Support end-to-end recruitment efforts, including posting job openings, scheduling interviews, and assisting in onboarding for 50+ new hires annually.
- Organize and participate in quarterly training and development workshops, resulting in a 20% increase in employee satisfaction scores.
- Collaborate with HR Business Partners to address employee inquiries, clarify benefits information, and maintain compliance with HR policies.

2022 - 2022

Human Resources Administrative Assistant

Nationwide Insurance / Columbus, OH

- Managed HR documentation, including employee contracts, promotion records, and terminations for a workforce of 500 employees.
- Supported benefits administration and liaised with third-party vendors for health, retirement, and wellness programs.
- Coordinated new hire orientations and exit interviews, ensuring a smooth onboarding and offboarding experience.
- Processed payroll adjustments and submitted timesheet corrections, reducing payroll errors by 10%.