[Your Full Name]

Human Resources Coordinator

[City, State] | [Phone] | [Email] | [LinkedIn or portfolio URL]

Professional Summary

[Your experience or training] in human resources coordinator work. Skilled in [relevant strengths] with a record of [truthful achievement]. Seeking to contribute to [target role or team].

Core Skills

Onboarding, HRIS, scheduling, employee records, confidentiality, Excel

[Keep only skills you have and tailor them to your target job.]

Professional Experience

[Job title] | [Employer] | [City, State] | [Month Year to Month Year]

- Coordinated onboarding for [number] employees with [completion rate].
- Maintained accurate personnel records and tracked [compliance tasks].
- Scheduled [interviews or training sessions] and improved [response time].

[Previous role, internship or relevant volunteer experience]

- [Your contribution and measurable outcome.]

Education

[Degree or qualification] | [Institution] | [Graduation year]

[Relevant coursework or honors if useful.]

Training and Certifications

[Relevant HR training or certification] | [Issuer] | [Year]

Include credentials only when held.