

SR

Sophia Reynolds

CONTACT



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LinkedIn



Atlanta, GA 30303

EDUCATION

Bachelor of Arts (B.A.) in Human Resources Management | Georgia State University, Atlanta, GA | January 2017

KEY SKILLS

- ATS
- Benefits coordination
- Data confidentiality
- Employee onboarding
- HR policy compliance

ABOUT ME

HR administrative assistant with five years of experience in recruitment, employee onboarding, and benefits coordination. Skilled in handling confidential employee data, preparing reports, and supporting HR compliance. Passionate about building positive workplace environments.

PROFESSIONAL EXPERIENCE

HR ADMINISTRATIVE ASSISTANT | BRIGHT HORIZONS, ATLANTA, GA
FEBRUARY 2019 - PRESENT

- Helped onboard over 50 employees annually by preparing contracts and orientation materials
- Maintained employee records in compliance with state and federal labor laws
- Provided support during recruitment drives, managing ATS scans
- Improved benefits enrollment accuracy by 15% through detailed data checks

OFFICE ASSISTANT | HR PARTNERS LLC, ATLANTA, GA
MAY 2017 - JANUARY 2019

- Scheduled interviews and maintained prompt correspondence with candidates for job openings
- Supported payroll processing by preparing timesheet summaries for HR review
- Prepared monthly reports on recruitment metrics for leadership team

PRIOR EXPERIENCE HIGHLIGHT

Demonstrated strong collaboration as a server at three popular restaurants.

CERTIFICATIONS

- SHRM CERTIFIED PROFESSIONAL | SOCIETY FOR HUMAN RESOURCE MANAGEMENT | JANUARY 2020