

MK

Melissa Kim

I am an HR generalist with a specialization in HRIS management, with over six years of experience implementing and optimizing HR information systems. I excel at improving data accuracy and streamlining HR processes.

CONTACT



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LinkedIn | Portfolio



San Jose, CA 12345

KEY SKILLS

- HRIS implementation
- Data analysis and reporting
- System optimization
- Process improvement

PROFESSIONAL EXPERIENCE

HR GENERALIST | HRIS SPECIALIST, TECHBRIDGE SOLUTIONS, SAN JOSE, CA

AUGUST 2018 – PRESENT

- Optimized HRIS for 250 employees, improving data accuracy by 30% and reducing processing time by 20%.
- Developed custom reports that enhanced strategic decision-making for HR leadership.

HR ASSISTANT | SILICON VALLEY INNOVATIONS, SAN JOSE, CA

JUNE 2016 – JULY 2018

- Assisted in maintaining HRIS data integrity and provided support for system upgrades.

EDUCATION

- Bachelor of Science in Human Resources Information Systems, San Jose State University, San Jose, CA | May 2018

CERTIFICATIONS

- HRIS Certification - May 2019