

Laura Smith

I am an HR generalist with a specialization in benefits administration. With over five years of experience, I have managed complex benefits programs and streamlined processes to enhance employee satisfaction.

EDUCATION

Bachelor of Arts in Human
Resources Management

San Diego State University , San
Diego, CA
May 2018

KEY SKILLS

- Benefits administration
- Payroll processing
- Compliance management
- Employee relations

PROFESSIONAL EXPERIENCE

HR Generalist – Benefits Specialist | Coastal Tech , San Diego, CA
August 2020 – Present

- Administered benefits programs for 200 employees, achieving a 95% satisfaction rate.
- Streamlined benefits enrollment processes, reducing processing time by 18%. Designed and implemented recruitment strategies that reduced time-to-hire by 24% for 350 employees.
- Coordinated over 100 interviews annually, leading to a 15% increase in successful placements.

HR Assistant | Pacific Business Solutions , San Diego, CA
May 2018 – July 2020

- Assisted in benefits management and payroll processing, ensuring compliance with regulations.

CERTIFICATIONS

- Professional in Human Resources (PHR), HRCI: May 2019