

# Rachel Lee

I am an associate HR generalist with three years of experience supporting HR functions such as benefits administration, employee onboarding, and compliance. I am committed to enhancing HR processes and supporting organizational growth through effective communication and problem-solving.

## CONTACT



(987) 654-3210



rachellee@example.com



LinkedIn | Portfolio



San Francisco, CA 12345

## EDUCATION

Bachelor of Business Administration (B.B.A.) in Human Resources  
San Francisco State University,  
San Francisco, CA | May 2020

## KEY SKILLS

- Benefits administration
- Employee onboarding
- HR compliance
- Data management and reporting

## PROFESSIONAL EXPERIENCE

HR GENERALIST | TECH INNOVATIONS INC., SAN FRANCISCO, CA  
JUNE 2020 – PRESENT

- Assisted in managing HR operations for 200 employees, including benefits and payroll.
- Supported recruitment processes that increased new hire retention by 15%.

HR ASSISTANT | CREATIVE SOLUTIONS, SAN FRANCISCO, CA  
JANUARY 2019 – MAY 2020

- Coordinated onboarding for 30+ new employees, streamlining HR processes and improving efficiency.

## CERTIFICATIONS

Associate Professional in Human Resources (aPHR)  
August 2021