

# DARIUS WILLIAMS

Human Resources (HR) Assistant with 7+ years of experience. Organized, accomplished professional with a proven track record of helping companies resolve disputes and improve efficiency. Work informed by bachelor's degree in HR management and PHR certification.

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## PROFESSIONAL EXPERIENCE

### HR ADMINISTRATOR

The Boulevard Inn & Bistro,  
Benton Harbor, MI  
December 2017 - Present

- Attend job fairs and publish listings on online job portals
- Conduct phone screenings and schedule job interviews
- Administer payroll and benefits information
- Clarified and formalized benefits enrollment process, increasing staff participation in 401(k) plan by 24%

### HR ASSISTANT

Tire Kingdom, Ann Arbor, MI  
June 2014 - December 2017

- Facilitated key HR areas such as recruiting, training, and benefits enrollment
- Worked with HR generalists to code and analyze feedback from employee satisfaction surveys
- Filed new employee paperwork and conducted orientations
- Influenced creation of training programs that raised staff productivity 8% and renewed focus on continuous improvement

## EDUCATION

Bachelor of Science (BS) in Human Resources Management  
Northern Illinois University DeKalb, IL  
September 2010 - May 2014

## KEY SKILLS

- Office Administration
- Policy & Program Implementation
- Process Improvement
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)

## CERTIFICATIONS

- Professional in Human Resources (PHR), HR Certification Institute (HRCI), 2013