

Professional Experience

HR Coordinator

Western PA Insurance Inc., Pittsburgh, PA | May 2021 – Present

- Support recruitment efforts to expand the IT department, conduct application screening, analyze resumes to identify qualified candidates, perform interview scheduling, and communicate with applicants
- Deliver administrative support to the HR department, maintain records, files, and databases, and coordinate with the HR manager to process \$150K in monthly payroll
- Coordinate with the HR team and IT department to develop and enhance the employee onboarding process, including training scheduling and onboarding materials
- Manage purchase orders for monthly office supplies, reconcile billing records, and interface with vendors to ensure compliance with budgetary constraints

Education

Bachelor of Science (B.S.) Human Resources

University of Pittsburgh, Pittsburgh, PA | September 2017 - May 2021

Certifications

- Associate Professional in Human Resources (aPHR), HRCI, 2021

Allen Stamos

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An HR Coordinator with entry-level experience within the human resources field, specializing in talent recruitment, HR administration, employee onboarding, and payroll processing. A strong background in coordinating with diverse teams and personnel to achieve organizational goals. Adept at providing support to HR Managers and job candidates throughout the hiring process.

Key Skills

- HR Administration
- Talent Recruiting
- Employee Onboarding
- Payroll Processing
- Applicant Screening
- Microsoft Office Suite