

# Kyle Stanton

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An HR Professional with five years of experience specializing in worker's compensation, diversity recruiting, operations management, and employee engagement. A proven track record of supporting the development of high-performance HR departments to drive organizational success and employee engagement.

## Education

### Bachelor of Science (B.S.) Human Resources

University of New York,  
New York, NY  
September 2012 - May 2016

## Key Skills

- HR Administration
- Workers' Compensation
- Employee Engagement
- Employee Benefits
- Payroll Administration

## Certifications

- Professional in Human Resources, (PHR) HRCI, 2019
- Associate Professional in Human Resources (aPHR), HRCI, 2016

## Professional Experience

### HR Coordinator

Brooklyn Manufacturing Inc., New York, NY | May 2018 – Present

- Support the HR Manager and department in administering and processing workers' compensation, benefits, and payroll totaling \$1.2M per year
- Coordinate the applicant selection and screening process for growth initiatives, evaluate resumes and cover letters to identify talent, and conduct scheduling for interviews
- Collaborate with the HR team to provide resources and improve support for over 200+ personnel, identify resolutions to employee conflicts and payroll issues, and establish inclusive and collaborative work environments, resulting in a 20% reduction in turnover

### HR Coordinator

Douglas and Murdock Construction., New York, NY | May 2016 – May 2018

- Delivered administrative support to the HR department and aided the implementation of PeopleSoft, which reduced labor costs and saved over 40 work hours per week
- Drafted HR documentation, including onboarding materials, benefits documentation, incident reports, and disciplinary warnings for attendance and conduct infraction