

EMILY JOHNSON

HR Coordinator

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📍 Salt Lake City, UT

🌐 [LinkedIn](#)

WORK EXPERIENCE

HR Coordinator

Intermountain Healthcare

📅 2020 - current 📍 Salt Lake City, UT

- Spearheaded the implementation of Workday HR system, which reduced manual data entry by 33%
- Onboarded 49 new employees using Onboard.io, achieving a 98% completion rate within the first month
- Developed HR training sessions through Moodle that resulted in a **54% increase in employee compliance with HR policies**
- Utilized Tableau to create comprehensive HR dashboards, facilitating data-driven decision-making and improving HR efficiency by 34%

HR Assistant

Zions Bancorporation

📅 2017 - 2020 📍 Salt Lake City, UT

- Managed QuickBooks Payroll system, **reducing payroll errors by 44%**
- Implemented SurveyMonkey for employee feedback collection, which resulted in a 32% boost in overall employee satisfaction scores
- Conducted HR audits using TSheets to ensure labor compliance, resulting in a 96% compliance rate
- Orchestrated HR seminars via Microsoft Teams and improved staff training completion rates by 59%

Office Clerk

Qualtrics

📅 2014 - 2017 📍 Provo, UT

- Leveraged Moodle to create engaging online training modules, which led to a 62% increase in employee training completion rates
- Managed TSheets time tracking system that **reduced payroll processing time by 52%**
- Assisted in the implementation of 15Five for employee performance evaluations, resulting in a 44% increase in performance feedback completion
- Supported HR analytics by collecting and organizing data using Tableau, improving data accuracy and reporting efficiency by 62%

EDUCATION

Bachelor of Science

Human Resource Management

Brigham Young University

📅 2010 - 2014

📍 Provo, UT

SKILLS

- Workday
- Greenhouse
- Moodle
- QuickBooks Payroll
- Onboard.io
- SurveyMonkey
- TSheets
- 15Five
- Tableau
- Microsoft Teams