



BENJAMIN MITCHELL

HR COORDINATOR

CONTACT

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(123) 456-7890 

Battle Creek, MI 

[LinkedIn](#) 

EDUCATION

Bachelor of Arts

Human Resources

Michigan State University

2009 - 2013

East Lansing, MI

SKILLS

Oracle PeopleSoft

iCIMS

Cornerstone OnDemand

Gusto

Click Boarding

Qualtrics

Deputy

Halogen

Power BI

Slack

WORK EXPERIENCE

HR Coordinator

Kellogg Company

2019 - current / Battle Creek, MI

- Managed end-to-end recruitment processes using Oracle PeopleSoft, **resulting in a 44% reduction in time-to-hire**
- Oversaw implementation of iCIMS and trained team members, leading to a 44% improvement in data accuracy and a smoother onboarding process
- Designed employee development programs via Cornerstone OnDemand, resulting in a 62% increase in employee performance and a 15% reduction in turnover
- Spearheaded benefits administration through Gusto, which reduced errors by 54% and increased employee satisfaction by 43%

HR Intern

Lear Corporation

2016 - 2019 / Southfield, MI

- Conducted in-depth data analysis using Power BI, resulting in data-driven insights that **boosted overall productivity by 41%**
- Administered Qualtrics employee engagement surveys, identifying key areas for improvement and contributed to a 51% increase in overall employee satisfaction
- Facilitated efficient communication within the HR team using Slack that reduced response time by 79%
- Led the transition to Microsoft Teams for HR communication, enhancing team collaboration and productivity by 56%

Receptionist

Stryker Corporation

2013 - 2016 / Kalamazoo, MI

- Controlled front desk operations efficiently, maintaining a 98% satisfaction rate among visitors and staff
- Provided exceptional customer service, which resulted in a 24% improvement in the overall office experience
- Implemented a streamlined appointment scheduling system and **reduced wait times by 54%** and enhancing visitor satisfaction
- Assisted in organizing company events and meetings, contributing to a more cohesive and engaged work environment