

Sophia Anderson

HR Coordinator

s.anders@email.com

(123) 456-7890

Boca Raton, FL

[LinkedIn](#)

WORK EXPERIENCE

Boca Raton Accounting Services - HR Coordinator

2020 - current

Boca Raton, FL

- Utilized JazzHR to improve candidate sourcing, which led to a 44% increase in the number of qualified applicants
- Introduced TalentLMS for employee training, resulting in a **66% reduction in training costs**
- Integrated ClearCompany's performance management system, enhancing feedback processes by 63%
- Employed SAP SuccessFactors to streamline the recruitment process, reducing the average time-to-hire by 44%

Naples Real Estate - Office Clerk

2017 - 2020

Naples, FL

- Optimized administrative tasks using Paychex and reduced payroll processing time by 49%
- Implemented a digital document management system, improving document retrieval efficiency by 53%
- Managed client communications using Zoom, which resulting in a 42% increase in client satisfaction scores
- Used Visier to analyze employee data, achieving a **54% reduction in turnover**

Gainesville Software Solutions - Front Office Clerk

2014 - 2017

Gainesville, FL

- Enhanced employee engagement through the use of Glint, resulting in a 78% increase in overall job satisfaction
- Provided exceptional customer service to clients and visitors and achieved a 96% positive feedback rate
- Leveraged Kronos for workforce management, which led to a **61% reduction in absenteeism**
- Administered PerformYard for performance tracking, resulting in a 44% increase in employee productivity

EDUCATION

University of Florida - Bachelor of Arts, Human Resource Management

2010 - 2014

Gainesville, FL

SKILLS

SAP SuccessFactors; JazzHR; TalentLMS; Paychex; ClearCompany; Glint; Kronos Workforce Central ; PerformYard; Visier; Zoom