

William Turner

HR Coordinator

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Chicago, IL

[LinkedIn](#)

WORK EXPERIENCE

HR Coordinator

Boeing

Chicago, IL | 2019 - current

- Spearheaded HRIS transition to BambooHR, resulting in a **48% improvement in data accuracy** and efficiency
- Utilized Lever for talent acquisition, reducing time-to-fill positions by 54% and improving candidate quality
- Designed and delivered training programs using Adobe Captivate Prime, which resulted in a 76% increase in employee skill proficiency
- Managed benefits administration through Zenefits, ensuring compliance and achieving a 96% employee satisfaction rate

Front Office Admin

McDonald's Corporation

Chicago, IL | 2016 - 2019

- Streamlined employee scheduling using Paycor Scheduling and **reduced scheduling conflicts by 44%**
- Assisted in organizing and coordinating company events and meetings, which enhanced team collaboration and morale
- Maintained a clean and organized front office area, ensuring a welcoming environment for both employees and visitors
- Directed the integration of Google Workspace into HR processes, improving collaboration and document management efficiency by 64%

Administrative Assistant

AbbVie

North Chicago, IL | 2013 - 2016

- Provided comprehensive administrative support to the HR team, improving overall departmental efficiency by 44%
- Aided in HR software integration projects, including Reflektive and HRsoft, contributing to smoother workflows and enhancing reporting processes by 22%
- Supported the roll-out of 15Five feedback system, which resulted in a 44% increase in employee engagement scores
- Operated Reflektive's performance review process, contributing to a **66% increase in employee performance** ratings

SKILLS

- BambooHR
- Lever
- Adobe Captivate Prime
- Zenefits
- BambooHR
- 15Five
- Paycor Scheduling
- Reflektive
- HRsoft
- Google Workspace

EDUCATION

Bachelor of Science Human Resource Development

University of Illinois at
Urbana-Champaign

2009 - 2013

Urbana-Champaign, IL