



HENRY WRIGHT

Human Resources Administrator

CONTACT

h.wright@email.com 

(123) 456-7890 

Armonk, NY 

[LinkedIn](#) 

EDUCATION

Bachelor of Business
Administration
Human Resources
Cornell University
2012 - 2016
Ithaca, NY

SKILLS

Workday; Greenhouse; ADP
Workforce Now; Halogen;
Cornerstone OnDemand; Glint;
Kronos Workforce Central;
Zenefits

WORK EXPERIENCE

IBM

HR Administrator

2021 - current / Armonk, NY

- Utilized Workday for HR data management, resulting in a 12% reduction in data entry errors.
- Launched Greenhouse's applicant tracking system (ATS) to improve the recruitment process, leading to a **24% decrease in time-to-fill vacant positions**.
- Managed payroll and benefits administration through ADP Workforce Now, achieving a 17% increase in payroll accuracy.
- Led regular HR audits, ensuring compliance with federal and state regulations, resulting in a 23% reduction in compliance discrepancies.

Verizon Communications Inc.

HR Representative

2019 - 2021 / New York, NY

- Applied Halogen to design performance management system, leading to a 26% improvement in productivity.
- Collaborated with managers to develop employee development plans, resulting in a **42% increase in promotion rates**.
- Supervised regular employee surveys using Glint to recommend improvements, leading to a 13% increase in overall satisfaction.
- Administered Cornerstone OnDemand's learning management system, achieving a 21% reduction in training-related errors.

The Estée Lauder Companies Inc.

HR Associate

2016 - 2019 / New York, NY

- Employed Kronos Workforce Central to streamline time and attendance tracking, reducing errors by 39%.
- Implemented Zenefits for benefits administration, resulting in a **36-hour reduction in enrollment processing time**.
- Conducted regular audits of employee records, maintaining a data accuracy rate of 99%.
- Assisted in the development of onboarding processes, increasing efficiency by 43%.