

# REBECCA BENNETT

## Human Resources Assistant

### CONTACT

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(123) 456-7890 

Warsaw, IN 

[LinkedIn](#) 

### EDUCATION

Bachelor of Science  
Human Resource Management  
Indiana University Bloomington  
2017 - 2021  
Bloomington, IN

### SKILLS

Google Meet  
Box  
Namely  
Trakstar  
Clockify  
SAP Litmos  
15Five  
ADP Payroll  
Lever  
Oracle HCM Cloud

### WORK EXPERIENCE

#### Human Resources Assistant

Zimmer Biomet

2023 - current / Warsaw, IN

- Leveraged Clockify to track employee time-off requests, ensuring 96% of all time sheets were accurate.
- Assisted in revamping the employee benefits program, resulting in a **19% increase in employee satisfaction scores** based on feedback gathered via 15Five.
- Conducted salary benchmarking analysis on Lever and market data, ensuring new hires and existing employees received competitive packages.
- Managed employee onboarding process with Trakstar, gaining an average rating of 4.8/5 from new employees.

#### Office Assistant

Indiana University Health

2021 - 2023 / Indianapolis, IN

- Efficiently managed meeting schedules on Google Meet conferences for the internal team, **reducing scheduling conflict instances by 33%**.
- Provided administrative support like calendar management and expense reporting to 8 department heads.
- Helped in administering the SAP Litmos learning management system, increasing employee training completion rates by 11%.
- Supported the marketing team organize 7 company events, including employee appreciation days and team-building parties.

#### Data Entry Clerk

Anthem, Inc.

2020 - 2021 / Indianapolis, IN

- Entered 5326 insurance claims daily into the Namely database, maintaining 94% accuracy and adherence to company standards.
- Used Box platform to organize and archive medical records, improving accessibility in document retrieval and helping authorized staff find them 14 minutes quicker.
- **Implemented 2 data encryption protocols** to enhance security measures in Anthem's database containing sensitive client information, ensuring compliance with HIPAA regulations.
- Acted as a liaison between the data entry and customer support team, providing important customer data within 36 seconds of contact and resolving issues efficiently.