

HARPER BENNETT

Human Resources Associate

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☎ (123) 456-7890

📍 Detroit, MI

in [LinkedIn](#)

WORK EXPERIENCE

Human Resources Associate

Blue Cross Blue Shield of Michigan

📅 2020 - current 📍 Detroit, MI

- Contributed to a 19% increase in workforce diversity by implementing diversity recruitment strategies
- **Reduced time-to-fill positions by 33%** through streamlined talent acquisition strategies using Lever
- Achieved a 92% employee retention rate by implementing employee engagement initiatives and conducting exit interviews
- Maintained a 96% recruitment success rate by sourcing top talent, conducting thorough interviews, and collaborating with hiring managers on Recruitee

HR Assistant

Ally Financial

📅 2017 - 2020 📍 Detroit, MI

- Kept accurate HR records and documentation, achieving a 98% compliance rate during audits
- Supported HR team in conducting background checks, verifying employment history, and updating candidate information, **contributing to a 26% increase in hiring efficiency**
- Implemented an employee onboarding program using Zoho People, which improved new hire retention by 19% during their first six months
- Assisted in the recruitment process by screening resumes, scheduling interviews, and conducting initial phone screenings, which resulted in a 22% reduction in the time-to-hire

Recruitment Coordinator

Quicken Loans

📅 2014 - 2017 📍 Detroit, MI

- Optimized the recruitment process on Bamboo HR, reducing the average time spent per candidate by 27%
- **Cut sourcing cost per hire by 14%** by leveraging cost-effective sourcing methods
- Increased candidate sourcing efficiency by 44% through implementing targeted sourcing strategies and leveraging LinkedIn
- Attained an 88% interview success rate by conducting thorough candidate assessments and collaborating with hiring managers using Zoho Recruit to align expectations

EDUCATION

Bachelor of Business Administration in
Human Resource Management

University of Michigan

📅 2010 - 2014

📍 Ann Arbor, MI

SKILLS

- Zoho Recruit
- LinkedIn
- Cornerstone OnDemand
- Zoho People
- Recruitee
- Bamboo HR
- Kronos Workforce Ready
- Zenefits