



Sam Wright

HR Administrative Assistant

Detail-oriented HR administrator with strong support and documentation skills

Reliable HR administrative assistant with 5 years of experience supporting recruiting, onboarding, and employee records management. Skilled at maintaining confidentiality, streamlining office workflows, and assisting with audits and HRIS updates. Committed to smooth HR operations and employee service.

Location

City, ST

Phone

(123) 456-7890

Email

email@email.com

Website

resume-site.com

Key Skills

- Records management
- Interview coordination
- HRIS data entry
- Audit support
- Employee file maintenance

Education

Arizona State University | Tempe, AZ | 2018

Bachelor of Arts in Business Administration

Professional Experience

HR Administrative Assistant, Stonebridge Realty, Phoenix, AZ
February 2021 - Present

- Manage confidential employee files and update HRIS records for 200+ staff
- Assist with onboarding logistics, welcome packets, and training schedules
- Supported HR audit preparation with 100% compliance score

Office Assistant – HR Department, Sunrise Wellness, Phoenix, AZ
June 2018 - January 2021

- Coordinated interviews and processed pre-employment documents
- Scheduled new hire orientation and tracked training