

# Natalie Rodriguez

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HR Coordinator

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- Detail-oriented HR Coordinator with 4+ years of experience supporting full-cycle HR operations for organizations of 150-400 employees across multiple locations
- Proven track record in recruitment coordination, onboarding administration, HRIS data management, and benefits enrollment with consistent 98%+ accuracy rates
- Skilled in Workday, ADP Workforce Now, and Greenhouse ATS with strong competencies in employee relations support, compliance documentation, and cross-functional stakeholder coordination

## WORK EXPERIENCE

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### TechVision Solutions

March 2022 - Present

HR Coordinator

- Coordinate full-cycle recruitment for 35-40 open positions annually across engineering, sales, and operations departments, scheduling 180+ interviews and reducing average time-to-hire from 42 to 31 days through streamlined candidate communication protocols
- Administer onboarding for 65+ new hires per year, processing I-9 verification, benefits enrollment, background checks, and HRIS data entry with 100% compliance across two federal audits
- Maintain personnel files and HRIS records for 280 employees across four office locations, ensuring HIPAA compliance for medical documentation and strict confidentiality protocols for performance and compensation data
- Serve as primary HR contact for employee inquiries regarding benefits, policies, and leave administration, resolving 90% of questions at first contact and escalating complex issues appropriately to HR management
- Coordinate quarterly benefits open enrollment for 280+ employees, partnering with three benefits vendors to deliver informational sessions, process elections, and achieve 98% on-time enrollment completion
- Supported company-wide transition from ADP to Workday HRIS as super-user, testing functionality, identifying 23 data migration issues before go-live, creating user guides, and training 280+ employees on new system navigation
- Process bi-weekly payroll data for 280 employees with 99.6% accuracy rate, identifying and correcting discrepancies before submission and reducing payroll correction requests by 35%

### Northwest Manufacturing Group

June 2020 - March 2022

HR Assistant

- Supported HR operations for 150-person manufacturing organization including recruitment coordination, new hire onboarding, benefits administration, and employee file maintenance
- Coordinated interview scheduling for 25+ positions annually, managing calendars for six hiring managers across two facilities and maintaining 95% on-time interview completion rate
- Administered new hire orientation sessions for 40+ employees per year, coordinating with IT for equipment provisioning, facilities for workspace setup, and department managers for training schedules
- Maintained applicant tracking system (iCIMS) for all open positions, posting job descriptions to 8+ job boards, screening 300+ applications annually, and generating weekly recruitment pipeline reports for HR Director
- Processed employee status changes including promotions, transfers, and terminations in ADP Workforce Now, ensuring accurate documentation and compliance with company policies and state employment regulations
- Coordinated annual benefits open enrollment for 150 employees, scheduling vendor presentations, distributing enrollment materials, and achieving 100% election submission by deadline
- Created standardized onboarding checklist that reduced new hire paperwork completion time by 40% and improved 30-day new employee satisfaction scores from 3.8 to 4.6 out of 5.0

### Cascade Business Partners

January 2019 - May 2020

Administrative Coordinator

- Provided administrative support for 12-person consulting firm including calendar management, client database maintenance, expense processing, and confidential document handling
- Managed complex scheduling for four senior consultants across multiple client engagements, coordinating 50+ meetings

- monthly and resolving scheduling conflicts with minimal disruption
- Maintained client relationship management database (Salesforce) with 98% data accuracy, generating monthly reports on engagement status, revenue projections, and client satisfaction metrics
- Processed confidential client contracts, non-disclosure agreements, and financial documents with strict attention to data security protocols and document retention requirements
- Coordinated quarterly professional development training sessions for staff, managing logistics for 8+ sessions annually including venue booking, materials preparation, and attendance tracking

## EDUCATION

### University of Washington

*Graduated May 2019*

#### Bachelor of Arts in Human Resource Management

GPA: 3.7/4.0

Relevant Coursework: Employment Law, Compensation & Benefits Administration, Training & Development, Organizational Behavior, HR Information Systems

## SKILLS

### Technical Proficiencies

- HRIS Platforms: Workday, ADP Workforce Now, BambooHR
- Applicant Tracking Systems: Greenhouse, iCIMS, Lever
- Advanced Microsoft Excel (pivot tables, VLOOKUP, data analysis, conditional formatting)
- Microsoft Office Suite: Word mail merge, PowerPoint presentation development, Outlook calendar management
- Electronic Signature Platforms: DocuSign, Adobe Sign
- Video Conferencing: Zoom, Microsoft Teams (virtual interview coordination and remote onboarding)
- Learning Management Systems: Cornerstone OnDemand

### Core HR Competencies

- Full-cycle recruitment coordination and candidate experience management
- New hire onboarding administration and orientation facilitation
- Benefits enrollment support and vendor coordination
- HRIS data integrity management and reporting
- Employee personnel file maintenance and compliance documentation
- HR compliance support (I-9, EEO-1, FMLA, state leave laws)
- Confidential information handling and HIPAA awareness
- Multi-state employment law awareness (WA, OR, CA)

### Professional Skills

- Cross-functional stakeholder collaboration and relationship building
- Clear written and verbal communication with employees at all organizational levels
- Multi-priority time management and deadline-driven execution
- Problem-solving and resourcefulness in ambiguous situations
- Service-oriented mindset with employee-focused approach
- Process improvement identification and implementation

## CERTIFICATIONS

### aPHR (Associate Professional in Human Resources)

*Issued April 2023*

HR Certification Institute (HRCI)

### SHRM Talent Acquisition Specialty Credential

*Issued September 2023*

Society for Human Resource Management

## AWARDS & RECOGNITION

### Employee of the Quarter Award, Q2 2023

*Q2 2023*

TechVision Solutions

Recognized for leading Workday HRIS implementation, creating comprehensive training materials, and achieving seamless system transition with zero payroll disruptions during go-live period

### Process Improvement Recognition Award

*2021*

Northwest Manufacturing Group

Awarded for redesigning new hire onboarding checklist that reduced paperwork completion time by 40% and significantly improved new employee satisfaction scores