


Lailani Liba

Human Resources Assistant

As a Human Resources Assistant with over one year of experience, I have successfully supported HR departments in various functions, such as recruiting, onboarding, and employee relations. I have demonstrated a strong ability to efficiently manage and organize large volumes of employee records and documentation, while maintaining strict confidentiality. My excellent interpersonal skills have allowed me to effectively communicate with both employees and management, contributing to a positive and supportive work environment. Furthermore, my experience in assisting with the development and implementation of HR policies and procedures has provided me with a solid foundation in the field, enabling me to grow as a valuable member of any HR team.

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(608) 986-9266 

123 Oak Street, Nashville, TN 
37212

Education

**Associate of Applied Science
in Human Resources
Management at Southwest
Tennessee Community
College, Memphis, TN**

Sep 2018 - May 2022

Relevant Coursework: Human
Resources Principles,
Employment Law,
Organizational Behavior,
Recruitment and Selection,
Compensation and Benefits,
Employee Training and
Development, Performance
Management, and HR
Technology.

Links

[linkedin.com/in/lailaniliba](https://www.linkedin.com/in/lailaniliba)

Skills



Employment History

Human Resources Assistant at Randstad USA, TN

Jan 2023 - Present

- Successfully streamlined the recruitment process, reducing the average time-to-hire by 20% within the first six months of employment.
- Implemented a new employee onboarding program that increased new hire satisfaction rates by 15% and reduced early turnover by 10%.
- Managed benefits administration for over 500 employees, ensuring timely enrollment and accurate record-keeping, resulting in a 25% reduction in benefits-related inquiries and complaints.
- Coordinated and facilitated training programs for over 200 employees, leading to a 30% increase in overall employee satisfaction and a 5% improvement in productivity.

Human Resources Assistant I at Robert Half, TN

Aug 2022 - Dec 2022

- Successfully streamlined the onboarding process for over 200 new hires, reducing the average time taken by 30% and improving employee satisfaction by 25%.
- Implemented an innovative applicant tracking system that led to a 40% increase in qualified candidates and reduced the time-to-fill open positions by 20%.
- Developed and facilitated a comprehensive training program for managers, resulting in a 15% improvement in employee retention and a 10% increase in internal promotions.
- Conducted a thorough analysis of the company's compensation structure, leading to a more competitive and equitable pay scale that reduced employee turnover by 18%.

Certificates

Professional in Human Resources (PHR)

Mar 2022

SHRM Certified Professional (SHRM-CP)

May 2020

Memberships

Society for Human Resource Management (SHRM)