MALEEAH DICKOVER

HR Assistant

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(302) 244-2824
123 Main Street, Trenton, NJ 08601

PROFILE

Dedicated HR Assistant with 1 year of experience in providing efficient administrative support and assistance in various human resources functions. Skilled in maintaining employee records, conducting interviews, and coordinating employee engagement activities. Strong interpersonal and organizational skills, committed to fostering a positive work environment and promoting company culture. Proficient in HR software and Microsoft Office Suite. Quick learner eager to contribute to the success of the HR department and overall company growth.

LINKS

linkedin.com/in/maleeahdickover

SKILLS

Onboarding

Payroll Management

Benefits Administration

Employee Relations

Recruitment

Workday Software

HRIS Proficiency

LANGUAGES

English

Spanish

EMPLOYMENT HISTORY

HR Assistant at ADP, NJ

Feb 2023 - Present

- Successfully implemented a new applicant tracking system, resulting in a 25% decrease in time-to-hire and a 15% increase in candidate satisfaction scores.
- Streamlined onboarding process for over 200 new hires, reducing paperwork processing time by 40% and increasing employee engagement during orientation by 30%.
- Coordinated and executed a company-wide employee engagement survey with a 95% participation rate, leading to the development of targeted initiatives to address areas of improvement and increase overall employee satisfaction by 20%.

HR Assistant I at ICIMS, NJ

Sep 2022 - Jan 2023

- Successfully streamlined the recruitment process by implementing a new applicant tracking system, resulting in a 20% reduction in time-to-hire and a 15% increase in quality hires within the first year.
- Effectively managed a high volume of employee relations cases, resolving 95% of cases within a 30-day timeframe, leading to increased employee satisfaction and a 10% decrease in staff turnover.
- Coordinated and executed multiple company-wide training programs, leading to a 25% increase in employee engagement and a 30% improvement in overall skill development.
- Played a key role in revamping the company's onboarding process, resulting in a 50% reduction in time spent on administrative tasks and a 40% increase in new hire productivity within their first three months.

EDUCATION

Associate of Applied Science in Human Resources Management at Bergen Community College, Paramus, NJ

Aug 2018 - May 2022

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

CERTIFICATES

Professional in Human Resources (PHR)

Apr 2022