

JUMAN FREEBURGER

HR Representative

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(549) 926-1348

123 Main St, Boise, ID 83702



PROFILE

Dedicated HR Representative with 1 year of experience in providing exceptional support in various human resources functions, including recruitment, onboarding, and benefits administration. Strong interpersonal and communication skills with a proven ability to foster positive employee relations and maintain HR compliance. Adept at quickly adapting to new software and processes, and committed to contributing to a collaborative and efficient HR team.

LINKS

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

SKILLS

Workday proficiency

Taleo expertise

ADP mastery

PeopleSoft fluency

BambooHR knowledge

SuccessFactors competency

UltiPro familiarity

LANGUAGES

English

German

HOBBIES

Photography

EMPLOYMENT HISTORY

● HR Representative at Paylocity, ID

May 2023 - Present

- Successfully implemented a new recruitment strategy that increased employee retention by 15% within the first year, resulting in reduced hiring costs and improved overall productivity at Paylocity, ID.
- Streamlined the onboarding process for new employees, reducing the time spent on orientation and training by 25%, allowing new hires to become productive more quickly and contributing to a higher overall job satisfaction rate.
- Conducted a comprehensive review and update of company policies and procedures, ensuring compliance with all relevant labor laws and regulations, which led to a 20% reduction in employee grievances and improved overall workplace morale.

● HR Assistant at Zenefits, ID

Sep 2022 - Apr 2023

- Successfully managed the onboarding process for over 250 new employees within a year, ensuring a smooth transition and 95% retention rate during their first six months at Zenefits, ID.
- Streamlined the recruitment process by implementing an applicant tracking system, resulting in a 30% reduction in time-to-hire and a 20% increase in qualified candidates reaching the interview stage.
- Developed and facilitated a company-wide employee training program, which increased employee satisfaction ratings by 15% and led to a 10% improvement in overall productivity.

EDUCATION

Bachelor of Arts in Human Resources Management at Boise State University, Boise, ID

Aug 2018 - May 2022

Relevant Coursework: Organizational Behavior, HR Analytics, Talent Acquisition and Management, Compensation and Benefits, Employment Law, Performance Management, Training and Development, Workforce Planning, and Employee Relations.

CERTIFICATES

Society for Human Resource Management Certified Professional (SHRM-CP)

Nov 2021

HR Certification Institute's Professional in Human Resources (PHR)