

# Katrinka Defeyter

Human Resources Administrator

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## Details

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## Profile

Dedicated Human Resources Administrator with 2 years of experience in managing employee records, administering benefits, and supporting recruitment efforts. Proven track record in streamlining HR processes, ensuring compliance with labor laws, and fostering a positive work environment. Excellent interpersonal and communication skills, with a strong commitment to employee development and satisfaction.

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## Employment History

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### Human Resources Administrator at Lockheed Martin, MD

Feb 2023 - Present

- Successfully implemented a new talent acquisition strategy, resulting in a 25% increase in employee retention and a 20% decrease in time-to-hire for key positions at Lockheed Martin's Maryland location.
- Streamlined the onboarding process for new hires, reducing the average time spent on paperwork by 30% and increasing overall employee satisfaction with the onboarding experience by 15%.
- Led a company-wide initiative to improve diversity and inclusion, resulting in a 10% increase in underrepresented groups within the workforce and a 5% increase in minority representation in leadership roles.
- Designed and implemented an employee training and development program, leading to a 50% increase in internal promotions and a 35% increase in employees meeting or exceeding performance expectations.

### Human Resources Assistant at Johns Hopkins University, MD

Aug 2021 - Jan 2023

- Successfully implemented a new HR management system, streamlining the onboarding process for over 1,000 new employees annually and reducing paperwork by 60%.
- Coordinated and executed a university-wide employee satisfaction survey, receiving feedback from over 5,000 staff members and resulting in a 20% increase in overall satisfaction scores.
- Led a team of 10 volunteers to organize and facilitate an annual HR conference at Johns Hopkins University, attracting more than 300 attendees and generating a 15% increase in employee engagement.

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## Education

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### Bachelor of Business Administration in Human Resources Management at University of Maryland, College Park, MD

Sep 2017 - May 2021

Relevant Coursework: Organizational Behavior, Employment Law, Compensation and Benefits, Training and Development, Employee