

# Fredrika Cravero

## Human Resources Assistant

Human Resources Assistant with 1 year of experience in providing comprehensive support in recruitment, onboarding, and employee relations. Proficient in HRIS management and maintaining accurate employee records. Adept at collaborating with cross-functional teams and fostering a positive work environment. Demonstrated ability to handle confidential information with discretion and professionalism. Committed to continuous improvement and streamlining HR processes to enhance overall efficiency.

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1234 Sunflower Lane, Wichita, KS 67202

### Education

**Associate of Applied Science  
in Human Resources  
Management at Johnson  
County Community College,  
Overland Park, KS**  
Aug 2018 - May 2022

Relevant Coursework: Human  
Resources Principles,  
Employment Law,  
Compensation and Benefits,  
Recruitment and Selection,  
Training and Development,  
Employee Relations,  
Organizational Behavior, and  
HR Information Systems.

### Links

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

### Skills

Onboarding

Payroll Management

Conflict Resolution

Benefits Administration

Recruitment

Employee Relations

Performance Evaluation

### Employment History

#### Human Resources Assistant at Kansas Department of Administration, KS

Apr 2023 - Present

- Successfully streamlined the onboarding process for new employees, reducing average time to onboard by 30% and increasing overall employee satisfaction by 15%.
- Implemented an updated performance management system that resulted in a 20% increase in timely completion of employee evaluations and improved overall feedback quality.
- Spearheaded a department-wide training initiative, increasing employee participation in professional development programs by 25% and leading to a 10% increase in internal promotions.

#### Human Resources Assistant I at Cargill, KS

Sep 2022 - Feb 2023

- Successfully implemented a new applicant tracking system, resulting in a 20% increase in efficiency and a 30% reduction in time-to-hire for Cargill, KS.
- Streamlined the onboarding process for over 200 new employees within a year, leading to a 15% improvement in employee satisfaction rates and a 10% decrease in turnover rates.
- Led a company-wide diversity and inclusion initiative that increased minority representation by 25% and improved overall workplace culture, as evidenced by a 20% increase in employee engagement scores.

### Certificates

#### Professional in Human Resources (PHR)

Nov 2021

#### SHRM Certified Professional (SHRM-CP)

Aug 2020

### Memberships

#### Society for Human Resource Management (SHRM)