

# Shawna Elseth

Human Resources Associate

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## Education

**Bachelor of Arts in Human  
Resource Management at  
Baruch College, City  
University of New York, NY**

Sep 2017 - May 2022

Relevant Coursework:  
Organizational Behavior,  
Recruitment and Selection,  
Training and Development,  
Compensation and Benefits,  
Employment Law, Employee  
Relations, HR Analytics,  
Performance Management,  
Conflict Resolution, and  
Strategic Human Resource  
Planning.

## Links

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

## Skills

Onboarding

Payroll Management

Conflict Resolution

Benefits Administration

Recruitment

Employee Relations

Performance Evaluation

## Languages

English

Spanish

## Profile

Dedicated Human Resources Associate with 1 year of experience in providing essential support to HR teams. Proficient in HR processes, including employee onboarding, benefits administration, and compliance. Demonstrates strong interpersonal and organizational skills, with a focus on enhancing employee relations and fostering a positive work environment. Seeking to leverage expertise to contribute to a dynamic HR team and optimize organizational effectiveness.

## Employment History

**Human Resources Associate at ADP, NY**

Apr 2023 - Present

- Successfully implemented a new applicant tracking system, resulting in a 25% reduction in time-to-hire and improving the overall efficiency of the recruitment process.
- Streamlined onboarding processes for over 200 new hires annually, reducing paperwork by 40% and increasing new hire satisfaction rates by 15%.
- Led a company-wide diversity and inclusion initiative, increasing diverse representation in management roles by 10% within one year and contributing to a 20% improvement in employee engagement scores.

**Human Resources Assistant at IBM, NY**

Jul 2022 - Mar 2023

- Successfully streamlined the recruitment process by implementing a new Applicant Tracking System (ATS), resulting in a 25% reduction in time-to-hire and a 15% increase in qualified candidates for IBM NY.
- Coordinated and organized an internal job fair for over 300 employees, leading to a 20% increase in internal promotions and transfers within IBM NY, contributing to higher employee satisfaction and retention rates.
- Developed and delivered comprehensive training programs for over 150 managers, resulting in a 30% improvement in leadership skills and a 10% increase in employee engagement scores across IBM NY.

## Certificates

**Professional in Human Resources (PHR)**

Jan 2022

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

Aug 2020

## Memberships

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