

Lia Rukavina

Human Resources Coordinator

Profile

Dedicated Human Resources Coordinator with 1 year of experience in managing HR processes and providing exceptional support to employees and management. Proficient in recruitment, onboarding, and benefits administration. Skilled at maintaining accurate records, coordinating training programs, and ensuring compliance with relevant policies and regulations. Excellent communication and interpersonal skills, with the ability to build strong relationships across all levels of the organization.

Employment History

Human Resources Coordinator at ADP, NJ

Apr 2023 - Present

- Successfully implemented a new applicant tracking system, resulting in a 30% decrease in time-to-hire and a 25% increase in the number of qualified candidates sourced for open positions.
- Streamlined the onboarding process for new employees, reducing the average time spent on paperwork by 50% and increasing employee satisfaction scores by 20%.
- Led the development and execution of a comprehensive employee engagement program, resulting in a 15% improvement in overall employee satisfaction and a 10% reduction in turnover rates.

Human Resources Assistant at ICIMS, NJ

Aug 2022 - Feb 2023

- Successfully streamlined the recruitment process by implementing a new applicant tracking system, which led to a 25% reduction in time-to-hire and a 15% increase in qualified candidates within the first year.
- Coordinated and executed six employee engagement events within one year, resulting in a 20% increase in overall employee satisfaction scores as measured through internal surveys.
- Managed the onboarding process for over 100 new hires within a 12-month period, ensuring a smooth transition and contributing to a 30% decrease in employee turnover during their first six months of employment.

Education

Bachelor of Arts in Human Resource Management at Rutgers University, New Brunswick, NJ

Aug 2018 - May 2022

Relevant Coursework: Organizational Behavior, Recruitment and Selection, Training and Development, Compensation and Benefits, Employment Law, Labor Relations, Performance Management, HR Analytics, Change Management, and Workforce Diversity.

Certificates

Professional in Human Resources (PHR)

Oct 2021

Details

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Links

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

Skills

Onboarding

Payroll Management

Conflict Resolution

Benefits Administration

Recruitment

Employee Relations

Performance Evaluation

Languages

English

Japanese

Hobbies

Organizing community events

Practicing yoga and mindfulness

Exploring different cultures through cooking and trying new recipes