

SAIDAH CHELLIS

Human Resources Specialist

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1234 Silver Lane, Las Vegas, NV 89101



PROFILE

Dedicated Human Resources Specialist with 1 year of experience in managing HR processes, including recruitment, onboarding, and benefits administration. Adept at fostering positive work environments and implementing effective training programs, while ensuring compliance with relevant laws and regulations. Possesses strong communication skills and a proven ability to collaborate with diverse teams to achieve organizational goals.

LINKS

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

SKILLS

Onboarding

Workforce Planning

Conflict Resolution

Benefits Administration

Talent Acquisition

Performance Management

HRIS (Human Resources Information System)

LANGUAGES

English

Japanese

HOBBIES

EMPLOYMENT HISTORY

Human Resources Specialist at Robert Half, NV

Apr 2023 - Present

- Successfully implemented a new applicant tracking system, leading to a 25% increase in hiring efficiency and reducing time-to-fill by an average of 10 days for over 100 job openings annually.
- Streamlined the onboarding process for new hires, resulting in a 40% reduction in paperwork and administrative tasks, while increasing employee satisfaction scores by 15% during their first 3 months at Robert Half, NV.
- Conducted comprehensive salary benchmarking analysis for 50+ job roles, leading to the development of a more competitive compensation structure that contributed to a 20% decrease in employee turnover within one year.

Human Resources Assistant at , NV

Sep 2022 - Feb 2023

- Successfully implemented a new applicant tracking system that reduced hiring time by 30%, leading to a more efficient recruitment process and a 20% increase in qualified candidates for the company.
- Conducted a comprehensive salary benchmarking study for over 200 positions, resulting in an updated compensation structure that improved employee satisfaction by 25% and reduced turnover by 15%.
- Streamlined the onboarding process for new hires, reducing the average time to complete orientation and training by 50% and increasing overall new hire satisfaction by 35%.
- Developed and facilitated a company-wide diversity and inclusion training program, which led to a 40% increase in employee awareness and understanding of the importance of a diverse workforce, and contributed to a 10% improvement in overall company culture.

EDUCATION

Bachelor of Arts in Human Resource Management at University of Nevada, Las Vegas

Aug 2018 - May 2022

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

CERTIFICATES

Senior Professional in Human Resources (SPHR)