

Kelsey Vanwychen

Personnel Assistant

Profile

Employment History

Education

Details

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(446) 676-7488

123 Maple Street, Pittsburgh, PA 15212

Personnel Assistant with 1 year of experience in providing efficient administrative support to HR departments. Proficient in managing personnel records, assisting with recruitment processes, and coordinating employee training and development activities. Strong communication and organizational skills, with a keen focus on enhancing employee satisfaction and promoting a positive work environment.

Personnel Assistant at Pennsylvania Personnel Services, PA

Mar 2023 - Present

- Successfully streamlined the hiring process for 50+ positions, reducing time-to-fill by 30% and improving overall efficiency at Pennsylvania Personnel Services, PA.
- Implemented a new applicant tracking system, increasing the quality of candidates by 40% and reducing administrative workload by 20%.
- Developed and facilitated training programs for 100+ employees, resulting in a 15% increase in overall productivity and employee satisfaction.
- Managed benefits administration for 200+ employees, ensuring 100% accuracy and compliance with state and federal regulations, while reducing benefits-related issues by 25%.

Personnel Assistant I at PA Staffing Solutions, PA

Aug 2022 - Jan 2023

- Successfully streamlined the onboarding process for over 200 new hires, reducing time spent on paperwork by 30% and increasing overall efficiency in the department.
- Implemented a new applicant tracking system that improved candidate sourcing by 25% and reduced average time-to-fill open positions by 15%.
- Developed and executed an employee engagement program that led to a 20% increase in overall employee satisfaction scores and helped reduce annual turnover by 10%.
- Conducted thorough analysis of compensation data for over 500 employees, resulting in the successful negotiation of a more competitive benefits package and a 15% reduction in compensation-related discrepancies.

Associate of Applied Science in Human Resources Management at Harrisburg Area Community College, Harrisburg, PA

Aug 2018 - May 2022

Relevant Coursework: Human Resources Principles, Organizational Behavior, Employment Law, Compensation and Benefits, Training