

SHERIL MALINIS

Human Resources Coordinator

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(167) 382-5253

Madison, WI



PROFILE

I am an experienced Human Resources Coordinator with over 2 years of experience in administering HR functions for a large organization. I demonstrate a strong commitment to corporate values and the ability to effectively manage confidential employee information. My expertise in employee relations, payroll, benefits administration and policy enforcement has enabled me to successfully support organizational objectives. I am a highly organized individual with excellent problem-solving skills and an enthusiasm for working in a team-oriented environment. Additionally, I have excellent interpersonal and communication skills, both written and verbal. I am driven to ensure that all HR-related tasks are completed in a timely and accurate manner.

LINKS

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

SKILLS

Recruiting

Employee Relations

Training & Development

Performance Management

Compensation & Benefits

Policy Implementation

Compliance

LANGUAGES

EMPLOYMENT HISTORY

Human Resources Coordinator at Acuity Brands, WI

Dec 2022 - Present

- **Developed Employee Engagement Program:** Developed and implemented a comprehensive employee engagement program at Acuity Brands, WI that resulted in an 18% increase in staff satisfaction over the course of one year.
- **Streamlined Recruitment Processes:** Reorganized recruitment processes to improve overall efficiency by 30%, resulting in more effective onboarding for new hires within 45 days or less.
- **Improved Benefits Administration System:** Implemented automated benefits administration system which reduced administrative costs associated with administering benefit programs by 15%.

Human Resources Assistant at Kohl's Department Stores, WI

Jul 2021 - Oct 2022

- **Developed and implemented a new onboarding process** for Kohl's Department Stores, WI. This resulted in an 8% reduction of time spent on the hiring process per employee while also increasing overall satisfaction with the experience by 20%.
- **Spearheaded successful recruitment campaigns** that led to over 40 qualified candidates being hired within 4 months.
- **Streamlined HR processes** which saved more than \$10K annually in administrative costs.

EDUCATION

Bachelor of Science in Human Resources Management at University of Wisconsin-Madison

Sep 2017 - May 2021

Relevant Coursework: Human Resources Management, Organizational Behavior, Employee Relations, Employee Benefits, Recruitment and Selection, Training and Development.

CERTIFICATES

Professional in Human Resources (PHR) Certification

Nov 2021

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

Mar 2020

MEMBERSHIPS

Society for Human Resource Management (SHRM)

WorldatWork Society for Human Resource Management (SHRM)