

Boston Klockenga

Human Resources Coordinator

Profile

I am a Human Resources Coordinator with over 5 years of experience in the field. I have gained a strong understanding of HR policies and procedures during my time in this role. I am extremely organized and efficient, and I possess excellent communication skills. These qualities allow me to effectively manage employee files, coordinate benefits enrollment processes, and handle other administrative tasks related to human resources. Additionally, I have experience conducting new hire orientations and administering performance evaluations. My knowledge of various HR software programs makes me an asset to any company.

Employment History

Human Resources Coordinator at Coca-Cola Bottling Company, KY

May 2022 - Present

- Led recruitment efforts for 10 new employees, conducting initial phone screens and in-person interviews.
- Onboarded 5 new hires, ensuring all employment paperwork was completed and filed correctly.
- Facilitated training for 5 new employees on company policies and procedures.
- Investigated 2 employee complaints, issuing corrective action when necessary.
- Updated employee handbook to reflect changes in benefits package.

Human Resources Assistant at Humana, KY

Jul 2017 - Apr 2022

- Hired and trained new employees: Human Resources Assistant was responsible for conducting interviews, orientations, and onboarding processes for new hires.
- Administered employee benefits: Assisted employees with enrolling in health insurance, retirement plans, and other company benefits. Answered questions about coverage and eligibility.
- Processed payroll: Entered employee hours into the system and verified accuracy of information before submitting to payroll department.
- Conducted exit interviews: Met with departing employees to discuss their time with the company and collect feedback.
- Maintained personnel records: Updated employee files with changes in job title, salary, contact information, etc.

Certificates

Certified Human Resources Coordinator (CHRC)

Oct 2020

Certified Diversity and Inclusion Specialist (CDIS)

Feb 2019

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Education

Associate's degree in human resources at University of Kentucky, Lexington, KY

Sep 2013 - May 2017

Some skills I've learned are: how to communicate with people, how to resolve conflicts, how to interview people, and how to train people.

Links

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

Skills

Recruiting

Employee Relations

Training and Development

Compensation and Benefits Administration

Performance Management

Employment Law Compliance

HRIS Systems

Languages

English

Hindi