

# HUMAN RESOURCES ASSISTANT

Strong Bullet Points Handpicked by Hiring Managers

## EMPLOYEE ONBOARDING AND TRAINING

- Coordinated and streamlined the onboarding process for over 100 new hires, developing comprehensive orientation sessions and training materials that reduced time to productivity by 25%.
- Implemented a digital onboarding system that eliminated 90% of paper-based processes, enhancing the new hire experience and supporting remote work initiatives.

## HR ADMINISTRATION

- Revamped the existing employee data management system, increasing data retrieval efficiency by 40% and ensuring 100% compliance with data protection regulations.
- Orchestrated a company-wide audit of HR policies and procedures, identifying and addressing compliance gaps that reduced potential legal liabilities by 60%.

## RECRUITMENT SUPPORT

- Facilitated the recruitment process by designing and launching a streamlined applicant tracking system (ATS) that cut down the average time-to-hire by 15 days.

 Action Verb    Task or Project    Metric or Result

RESUME WORDS

# Human Resources Assistant Test Study Guide

**Lingsheng Yao**



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