JULIAN MERCER

HR ASSISTANT

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PROFESSIONAL SUMMARY

HR Assistant with 5+ years in hospital and staffing environments, supporting onboarding, records, benefits questions, and payroll inputs. Keeps personnel files and I-9s audit ready and answers employee questions accurately and quickly. Brings steady attention to confidentiality and detail.

PROFESSIONAL EXPERIENCE

HR Assistant Jan 2024 - Present
Stanford Health Care, Palo Alto, CA

- Process onboarding paperwork for about 45 new hires a month, completing background check, I-9, and benefit enrollment steps before each start date.
- Audited 600 personnel files over six months and corrected missing I-9 and license documents on 38 of them, which cleared an internal compliance review.
- Answer an average of 30 employee questions a day on pay, leave, and benefits through the HR inbox, with replies sent within one business day.
- Built an Excel tracker for expiring nursing licenses and certifications that gives managers a 60-day warning list each month.
- Prepare timekeeping corrections for the payroll team before each biweekly cutoff, reducing late adjustments by about 20%.

HR Assistant Aug 2022 - Dec 2023
Adecco Staffing, San Jose, CA

- Onboarded 70 temporary employees a month for warehouse and office clients, verifying identity documents and e-filing the I-9s.
- Entered weekly timesheets for about 250 associates and flagged discrepancies to account managers before payroll closed.
- Scheduled interviews and orientation sessions, with a show rate of 82% after switching to text reminders the day before.
- Maintained client folders with signed policies and safety acknowledgements for quick access during audits.

Administrative Assistant Jun 2021 - Jul 2022
Safeway, Pleasanton, CA

- Supported the district office with employee records, schedule changes, and uniform and badge orders for 22 stores.
- Filed and digitized 1,500 paper records into the shared drive using a consistent naming scheme, which shortened record look-ups.
- Answered store manager calls about leave forms and pay questions and routed complex cases to the HR specialist.

CORE SKILLS

Onboarding | I-9 verification | Personnel records | HRIS data entry | Benefits administration support | Payroll inputs | Workday | ADP Workforce Now | Microsoft Excel | Confidentiality | Interview scheduling | Background check coordination | Employee inquiries

EDUCATION

Bachelor of Arts in Business Administration, San Jose State University, San Jose, CA

CERTIFICATIONS

Associate Professional in Human Resources (aPHR), HRCI | Microsoft Office Specialist: Excel Associate