JULIAN MERCER

HR COORDINATOR

San Francisco, CA | (415) 555-0148 | julian.mercer@email.com | linkedin.com/in/julianmercer

PROFESSIONAL SUMMARY

HR Coordinator with 8+ years in technology and retail corporate HR, coordinating onboarding, employee programs, and recruiting logistics. Runs repeatable processes for 3,000+ employees and keeps HRIS data clean for reporting. Known for dependable follow-through and a calm hand with sensitive employee questions.

PROFESSIONAL EXPERIENCE

HR Coordinator Apr 2022 - Present
Cisco Systems, San Jose, CA

- Coordinate onboarding for about 60 new hires a month across three business units, running orientation logistics and equipment readiness with IT.
- Raised new-hire survey satisfaction from 3.9 to 4.5 out of 5 by sending a one-week pre-start checklist and assigning each hire a first-day contact.
- Maintain Workday records for 3,200 employees in three business units and fixed recurring job-code errors that had been skewing monthly headcount reports.
- Run the employee recognition program with managers, processing 400+ nominations a year and tracking budget within 1% of plan.
- Schedule up to 25 interviews a week for recruiters, keeping candidate wait for a first slot under three business days.

HR Coordinator Jul 2019 - Mar 2022
Target Corporation, Minneapolis, MN

- Managed leave of absence paperwork for headquarters staff, tracking about 90 open cases with the leave administrator.
- Created a transfer and promotion checklist that cut routine HRIS change errors by roughly 30% in the first quarter.
- Organized two annual benefits fairs with carriers for 2,000 attendees, handling vendor contracts and room logistics.
- Compiled monthly turnover and tenure reports for HR business partners using pivot tables.
- Resolved payroll discrepancy tickets from team members, escalating policy questions with clear notes.

Recruiting Coordinator Jun 2018 - Jun 2019
Robert Half, Minneapolis, MN

- Pre-screened applicants for administrative placements, booking 15 recruiter interviews a week and updating the applicant tracking system after each call.
- Verified references and completed pre-employment checks on 120 candidates with no compliance exceptions.
- Sent weekly status updates to candidates, which reduced inbound follow-up emails to the recruiters.

CORE SKILLS

Onboarding coordination | Workday | HRIS data integrity | Applicant tracking | Interview scheduling | Leave administration | Benefits events | Employee recognition programs | HR reporting | Excel pivot tables | Reference checks | Process documentation | Confidential communication

EDUCATION

Bachelor of Arts in Psychology, University of California, Davis, Davis, CA

CERTIFICATIONS

SHRM Certified Professional (SHRM-CP)