

Paisley Lloyd

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SUMMARY

Human resources support professional with four years of progressively responsible office and personnel experience, including application review, qualification determinations, eligibility processing, personnel records, staffing transactions, and selection monitoring. Compares education and employment histories with **classification specifications**, **qualification standards**, and documented human resources requirements. Applies rules, regulations, procedures, education substitutions, experience calculations, and part time proration when reviewing records. Maintains clear documentation supporting eligibility decisions and **personnel transactions**. Progressed from general clerical support into specialized human resources work, including rotating **team lead assignments** that demonstrate supervisory aptitude. Brings organized judgment, accurate recordkeeping, dependable follow up, and respectful service to operating units while supporting timely, compliant personnel processing.

EXPERIENCE

Human Resources Assistant, Applicant Qualification Review

October 2024 - Present

Island Workforce Services

Honolulu, HI

Supports application qualification, eligibility list preparation, personnel documentation, and selection monitoring for administrative and support classifications. Provides rotating team lead coverage, resolves procedural questions, and escalates unusual qualification issues for senior review.

- Reviewed applications against education, employment, and classification standards for consistent qualification decisions.
- Applied personnel rules, **education substitutions**, and **experience calculations** within documented staffing records.
- Prepared **eligible candidate lists** by reconciling qualification factors and vacancy status changes.
- Monitored operating unit selections, followed up on aging actions, and supported timely processing.
- Led daily review queues, answered procedural questions, and escalated unusual qualification issues.
- Audited personnel files and transaction records, correcting gaps before downstream processing.

Personnel Records Clerk, Experience Credit

October 2023 - September 2024

Harbor Point Community Services

Honolulu, HI

Maintained employee and applicant records while supporting qualification review, **experience credit** calculations, routine **staffing transactions**, and confidential inquiries. Created practical checklists and worksheets that gave human resources reviewers clearer evidence for consistent decisions.

- Indexed **personnel records** and validated required fields before routine human resources workflow entry.
- Compared education and employment information with position requirements, flagging incomplete qualification evidence.
- Calculated full time and prorated part time service using documented weekly schedules.
- Processed staffing updates against source records before routing transactions for final review.
- Answered status questions with documented case information while protecting confidential personnel data.
- Created file checklists that helped reviewers identify missing qualification evidence sooner.

Office Assistant, Clerical Operations

October 2022 - September 2023

Aloha Administrative Partners

Honolulu, HI

Provided progressively responsible clerical support across multiple service teams, managing records, correspondence, tracking logs, document packets, and confidential intake. Took lead coverage during absences, prioritized shared queues, and guided newer staff under supervisor direction.

- Maintained electronic records, correspondence, calendars, and incoming documents across service teams.
- Reviewed forms before data entry, resolving routine discrepancies with submitting staff.
- Built tracking logs for time sensitive requests and clarified outstanding administrative work.
- Prepared letters, spreadsheets, and record packets using consistent filing conventions.
- Coordinated document intake and distribution while protecting confidential information during handoffs.
- Covered shared clerical queues, prioritized assignments, and guided newer staff under supervision.

PROJECTS

Eligibility Review Workflow 📅 2025

Created a practical review workflow for comparing education, employment history, qualification factors, and supporting documents. Clear checkpoints helped preserve a reliable decision trail.

Personnel Records Checklist 📅 2024

Built a standardized checklist for personnel files and staffing transactions. Reviewers could spot missing dates, hours, signatures, and qualification evidence with greater consistency.

LEADERSHIP & AWARDS

- Selected for rotating team lead assignments after demonstrating dependable judgment during application review queues.
- Recognized by human resources colleagues for clear documentation and practical support with unusual qualification questions.
- Earned increasing responsibility across clerical administration, personnel records, and specialized human resources processing.

EDUCATION

Associate of Science in Business Administration

Kapiolani Community College GPA: 3.5

2022
Honolulu, HI

Coursework: Human resources administration, business communication, office procedures, records management

CERTIFICATIONS

- Human Resources Essentials Certificate 📅 2024
- Business Administration Certificate 📅 2022

TECHNICAL SKILLS

- **Human Resources Review:** Applicant screening, qualification review, eligibility lists
- **Personnel Regulations:** Human resources rules, personnel procedures, program requirements
- **Staffing Administration:** Staffing transactions, selection monitoring, vacancy tracking
- **Records Management:** Employee records, applicant records, file indexing
- **Qualification Documentation:** Documentation review, decision records, audit trails
- **Experience Calculations:** Full time service, part time proration, weekly schedules
- **Education Review:** Education substitutions, degree verification, coursework review
- **Office Administration:** Clerical administration, correspondence, calendar management
- **Productivity Software:** Spreadsheets, electronic records, document packets
- **Team Coordination:** Queue distribution, procedural guidance, escalation support
- **Confidential Information:** Personnel data, privacy controls, secure record handling

SKILLS

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|----------------------------|---------------------------|---------------------------|-------------------------|
| • Applicant screening | • Personnel procedures | • Experience calculations | • Team lead support |
| • Qualification review | • Staffing transactions | • Part time proration | • Confidential records |
| • Eligibility lists | • Employee records | • Documentation review | • Written communication |
| • HR rules and regulations | • Education substitutions | • Clerical administration | |

PROFESSIONAL AFFILIATIONS

- Kapiolani Community College business administration community, Honolulu, Hawaii.
- Human resources peer review group supporting consistent qualification documentation and staffing records.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST