

Ivy Mills

☎ (419) 555-2846 ✉ ivy.mills@example.com 💼 linkedin.com/example/ivymills 📍 Toledo, OH 43604

SUMMARY

Human Resources Generalist with three years of progressive experience supporting employee lifecycle operations across transportation and distribution settings. Coordinates onboarding, HRIS updates, payroll data, **policy communication**, **employee engagement**, training compliance, accommodations, internships, and **development programs** with care and consistency. Uses Microsoft Excel, VLOOKUPs, pivot tables, exit interview findings, employee feedback, and workforce data to give site leaders practical insight for better decisions. Partners effectively with shared services, **Learning and Development**, managers, and employees while protecting confidentiality and keeping records accurate. Experience facilitating roundtables, feedback discussions, internal social communications, and program tracking has strengthened employee support and site execution. Brings a grounded, service focused approach that can help an HR team deliver clear programs, reliable data, and a more connected employee experience.

EXPERIENCE

Human Resources Generalist

July 2024 - Present

Northstar Distribution Services

Toledo, OH

Support site human resources operations for a busy distribution environment, partnering with leaders, shared services, and employees on lifecycle administration, workforce programs, data quality, engagement, and development.

- Coordinated **onboarding** schedules and records for hourly and salaried distribution employees across recurring hiring groups.
- Reconciled HRIS and payroll changes with **shared services** before payroll processing and **workforce reporting** cycles.
- Built Excel workbooks with **VLOOKUPs** and **pivot tables**, clarifying exit interview and feedback trends.
- Facilitated **employee roundtables**, turning recurring concerns into documented follow up actions for site leaders.
- Coordinated accommodation records and employee updates with appropriate HR stakeholders while protecting confidential information.
- Led internship calendars and development activities, aligning learning sessions, manager touchpoints, and completion tracking.

HR Coordinator

October 2023 - June 2024

Lakeview Logistics Group

Maumee, OH

Supported employee administration for warehouse and transportation teams, connecting onboarding, HRIS data, payroll workflows, engagement activities, policy communications, and training compliance with daily site needs.

- Prepared **HRIS** records and orientation details for warehouse and **transportation** employee onboarding groups.
- Processed employee updates across HR systems and payroll workflows, improving consistency in routine **workforce reporting**.
- Categorized structured exit interview findings in Excel, giving leaders clearer insight into employee experience themes.
- Coordinated **engagement events** and internal social communications, keeping employees informed about schedules and activities.
- Maintained **training compliance** trackers and followed up with supervisors before internal reporting deadlines.
- Translated **policy guidance** into concise messages for employees and managers without changing program requirements.

PROJECTS

Workforce Feedback Reporting 📅 2024

Created a recurring Excel reporting process that connected exit interviews, employee feedback, and workforce data with practical discussion points for site leaders.

Employee Development Calendar 📅 2025

Coordinated internship and development milestones across onboarding, learning sessions, manager touchpoints, and completion tracking for a distribution workforce.

LEADERSHIP & AWARDS

- SHRM Certified Professional recognition, earned 2025 after sustained study and practical human resources application.
- Employee Development Program Leadership, recognized for coordinating internship milestones and manager learning touchpoints.
- Workforce Data Improvement, acknowledged for clearer reporting through Excel analysis and consistent HRIS updates.

EDUCATION

Bachelor of Business Administration in Human Resource Management

2023

University of Toledo GPA: 4.0

Toledo, OH

Coursework: Human Resource Management, Employment Law, Organizational Behavior, Workforce Analytics

CERTIFICATIONS

- SHRM Certified Professional 📅 2025
- Microsoft Excel Advanced Skills Certificate 📅 2025

TECHNICAL SKILLS

- **HR Information Systems:** HRIS programs, employee records, workforce reporting
- **Payroll Administration:** Payroll software, payroll changes, processing checks
- **Microsoft Excel:** VLOOKUPs, pivot tables, Excel workbooks
- **Microsoft Office:** Microsoft Office, Word, PowerPoint
- **Employee Lifecycle:** Onboarding, employee records, lifecycle administration
- **Workforce Analytics:** Exit interviews, feedback analysis, workforce data
- **Employee Engagement:** Employee roundtables, engagement activities, feedback discussions
- **Learning Programs:** Learning and Development, training compliance, learning sessions
- **Policy Communication:** HR policies, HR programs, internal communications
- **Development Programs:** Internship programs, employee development, manager touchpoints
- **Accommodation Support:** Reasonable accommodations, confidential records, employee updates
- **Social Communications:** Internal social platform, site communications, program announcements

SKILLS

- | | | | |
|-----------------------|--------------------|-----------------------------|----------------------------------|
| • Onboarding | • HRIS programs | • Pivot tables | • Internship programs |
| • Employee engagement | • Payroll software | • Policy communication | • Employee development |
| • Exit interviews | • Microsoft Excel | • Reasonable accommodations | • Internal social communications |
| • Workforce data | • VLOOKUPs | • Training compliance | |

PROFESSIONAL AFFILIATIONS

- Society for Human Resource Management, member focused on practical people operations and continued professional growth.
- Local human resources peer network, participant in shared conversations about employee support and workplace programs.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST