



Ivy Mills

Human Resources Generalist

☎ (419) 555-2846 ✉ ivy.mills@example.com

🌐 linkedin.com/example/ivymills 📍 Toledo, OH 43604

STRENGTHS

- 👥 **Employee Support**
Roundtable conversations made recurring concerns visible, and follow up actions gave employees a clearer response.
- ♥️ **Workforce Analysis**
Exit interview themes became useful leadership insight after Excel workbooks organized feedback into readable patterns.
- ✅ **Data Accuracy**
Shared services partners received cleaner HRIS changes after payroll records were checked before scheduled processing.
- 📅 **Program Coordination**
Internship milestones stayed visible through calendars, manager touchpoints, learning sessions, and completion tracking.
- 💬 **Clear Communication**
Policy messages became easier for employees and managers to act on without changing required guidance.

SKILLS

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

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

Northstar Distribution Services 📅 July 2024 - Present 📍 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

Lakeview Logistics Group 📅 October 2023 - June 2024 📍 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.

LANGUAGES



MY CAREER



- Human Resources Generalist at Northstar Distribution Services (2.2 Years)
- HR Coordinator at Lakeview Logistics Group (8 Months)

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**
University of Toledo 🎓 GPA: 4.0 📅 2023 📍 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

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.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST