



Mara Rice

Human Resources Technician

☎ (408) 555-2837 ✉ mara.rice@example.com

🌐 linkedin.com/example/mararice 📍 San Jose, CA 95113

SUMMARY

Human resources technician with six years of progressively responsible experience supporting recruitment, classified and **certificated personnel** processes, employee records, **leave administration**, salary placement, **benefits eligibility**, **substitute staffing**, and position control in public sector and education settings. Maintains confidential automated and manual files, verifies payroll and assignment data, tracks salary steps and leave balances, and prepares accurate reports, correspondence, personnel lists, and board approval documents. Applies personnel rules, bargaining unit provisions, policies, procedures, and established guidelines with sound judgment. Communicates clearly with employees, applicants, supervisors, outside agencies, and the public, including during sensitive or highly interrupted office situations. Brings practical HRIS experience, careful data review, tactful customer service, and dependable follow through across recruitment, onboarding, compliance tracking, and daily administrative operations.

EXPERIENCE

Senior Human Resources Assistant

Summit Valley Education Services 📅 March 2024 - Present 📍 San Jose, California

Supports classified and **certificated personnel** operations across recruitment, **employee records**, leave processing, substitute staffing, salary placement, reporting, and confidential employee service. Coordinates multiple workflows in a busy education environment, applying bargaining unit provisions and established procedures while protecting data quality and meeting recurring deadlines.

- Coordinated classified and certificated recruitment, from vacancy posting through clearance tracking and candidate processing.
- Audited HRIS assignment, payroll, **position control**, benefits, salary step, and leave data before report distribution.
- Applied bargaining unit provisions to **salary placement** questions, giving employees clear next steps within established guidelines.
- Administered substitute and limited term staffing records, resolving system issues and training school site users.
- Tracked disability, **paid family leave**, **sick leave**, vacation, and return dates for supervisors and payroll partners.
- Prepared employment notices, personnel lists, approval documents, verification letters, and recurring compliance reports.

Human Resources Technician

Bayview Community Schools 📅 July 2022 - February 2024 📍 Fremont, California

Managed merit based classified recruitment support, onboarding records, clearance follow up, employee inquiries, and **compliance tracking** for a public school system. Maintained auditable files and accurate HRIS data while coordinating assessments, notices, and information routing across departments.

- Screened classified applications against **minimum qualifications**, improving completeness before assessment scheduling.
- Coordinated written and oral **testing logistics**, preserving scoring records and candidate status documentation.
- Validated new hire and job change fields for assignments, locations, positions, payroll, and benefits processing.
- Monitored fingerprint and employment clearance requirements, routing completed information through onboarding workflows.
- Answered employee and applicant questions about vacancies, forms, procedures, leave, and **employment verification**.
- Produced provisional and limited term staffing compliance reports, flagging discrepancies for timely senior review.

STRENGTHS



Confidential records

Protected sensitive employee information during audits and daily requests, earning confidence from staff who needed clear answers.



Recruitment coordination

Kept assessments, notices, clearances, and onboarding moving together. Colleagues relied on steady follow up when timelines tightened.



Data accuracy

Checked position, payroll, benefits, and leave fields before reporting. That extra review prevented avoidable downstream corrections.



Tactful service

Answered difficult personnel questions with patience and discretion, then routed sensitive matters appropriately when needed.



Workflow training

Turned substitute system questions into practical guidance for school sites. Users gained confidence after hands on support.

SKILLS

Recruitment Applicant Screening

Personnel Records

HRIS Data Entry Position Control

Salary Placement

Leave Administration

Merit System Procedures

Testing Coordination

Benefits Eligibility

Substitute Staffing

Policy Interpretation

Compliance Tracking

Employment Verification

Business Correspondence

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Senior Human Resources Assistant at Summit Valley Education Services (2.6 Years)

● Human Resources Technician at Bayview Community Schools (1.6 Years)

● Human Resources Administrative Assistant at Pacific Municipal Services Agency (1.4 Years)

Human Resources Administrative Assistant

Pacific Municipal Services Agency 📅 January 2021 - June 2022 📍 Santa Clara, California

Provided administrative support for personnel records, recruitment advertising, interview scheduling, correspondence, employee inquiries, and report preparation in a public service HR office. Kept files and database entries current while balancing telephone coverage, email response, data checks, and frequent interruptions.

- Maintained personnel files and HR database records for status, assignments, compensation, leave, and contacts.
- Prepared job announcements, recruitment advertisements, application materials, and candidate submission logs.
- Scheduled interviews and pre employment activities, keeping multiple recruitments aligned with published timelines.
- Drafted employment verifications, notices, memoranda, forms, and internal **correspondence** using approved templates.
- Answered routine questions about policies, benefits contacts, leave forms, and recruitment status with discretion.
- Completed filing, copying, telephone coverage, email response, **data entry**, and recurring **report preparation**.

PROJECTS

Personnel Records Quality Review 📅 2025

Reviewed recurring employee record workflows and identified practical checkpoints for assignment, payroll, benefits, salary step, and leave data. Clear records make difficult conversations easier, especially when employees need timely answers.

Substitute Staffing Workflow Support 📅 2023

Supported substitute and limited term staffing workflows through a web based system, focusing on accurate applications, placements, records, troubleshooting, and user guidance for school site staff.

LEADERSHIP & AWARDS

- Recognized by HR leadership for dependable recruitment coordination and accurate candidate documentation.
- Selected by school site staff as a trusted resource for substitute staffing records and workflow questions.
- Commended for calm, respectful service during high volume employee and applicant inquiries.

EDUCATION

Associate of Science in Human Resources Management

Evergreen Valley College 🎓 GPA: 3.5 📅 2020 📍 San Jose, California

Coursework: Human resources operations, employment law, personnel administration, business communication

CERTIFICATIONS

- Human Resources Management Certificate 📅 2021
- Human Resources Administration Certificate 📅 2021

TECHNICAL SKILLS

- **Human Resources Systems:** HRIS, web based substitute systems, personnel databases
- **Recruitment Administration:** vacancy announcements, application review, candidate notifications
- **Personnel Records:** employee files, position control, assignment records
- **Payroll And Compensation:** payroll data, salary placement, salary step progression
- **Leave Processing:** State disability, paid family leave, absence certificates
- **Benefits Administration:** benefits eligibility, vacation, sick leave
- **Merit Recruitment:** classified testing, scoring documentation, merit rules
- **Compliance Records:** fingerprint clearance, TB clearance, compliance tracking

- **Business Communication:** letters, memoranda, notices, interoffice communications
- **Office Applications:** Microsoft Office, spreadsheets, email applications
- **Data Management:** data entry, data retrieval, report preparation
- **Personnel Regulations:** laws, codes, contracts, bargaining unit provisions

PROFESSIONAL AFFILIATIONS

- Human resources operations community, public sector personnel administration participant.
- Education administration network, personnel records and staffing practices participant.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST