



NOAH WILLIAMS

HR Intern

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PROFESSIONAL SUMMARY

Motivated HR Intern skilled in data analysis and employee relations. Contributed to a 15% increase in employee satisfaction through effective communication and support during the onboarding process.

WORK EXPERIENCE

HR Intern
Quantum Solutions LLC
May / 2020-Ongoing
Phoenix, AZ

1. Screened resumes, conducted behavioral interviews with a panel of professionals and checked references of candidates.
2. Created and implemented a scalable onboarding process for an internship program with the University of South Carolina and new hires.
3. Conducted personnel files, compensation, I-9, and Workday audits to ensure information accuracy.
4. Revised emergency policies with the Manager and HR Team.
5. Verify the accuracy of job description guidelines to meet The Joint Commission compliance standards.
6. Improved employee engagement by planning monthly employee events.
7. Developed and maintained employee records, ensuring 100% compliance with data privacy regulations.

HR INTERN
Summit Peak Industries
May / 2018-May / 2020
Denver, CO

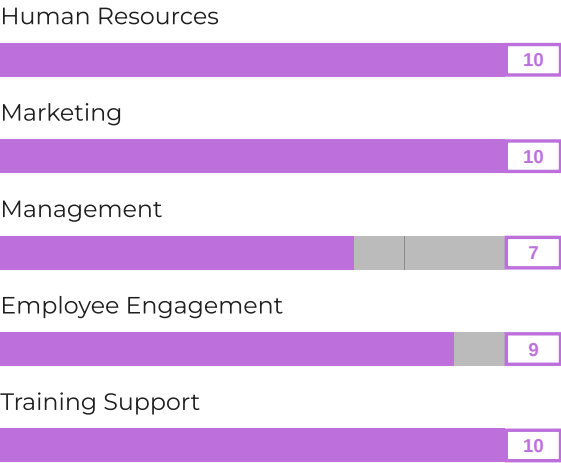
1. Completed a project which included researching four companies (small, medium, large and international) that utilize technology to enhance their business needs.
2. Project requirements included the following scope; industry, history, size, people/skills sets, and how the company uses technology for business needs.
3. Researched technology trends current skill sets in demand including technology certifications that are currently in high demand.
4. Interviewed project manager in order to develop case study on the most recently completed project.
5. The case study included the overview of the company, project description, problem/issue and the solution/results.

EDUCATION

Bachelor of Science in Human Resource Management
University of North Alabama
May / 2016 May / 2018
Portland, OR

Focused on Human Resource Management principles, labor relations, and organizational behavior.

SKILLS



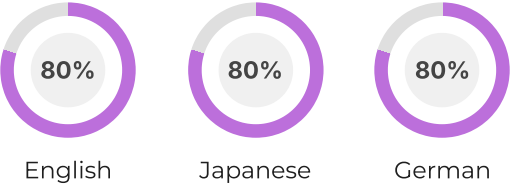
INTERESTS

- Podcasts Language Learning
Dancing Cycling

STRENGTHS

- Intuition Leadership
Listening Mentorship

LANGUAGES



ACHIEVEMENTS

- Streamlined the recruitment process, reducing time-to-hire by 30%.
- Conducted audits on employee files, achieving 100% compliance with federal regulations.
- Developed and launched a monthly employee engagement initiative, increasing participation by 50%.