

# Lisa Mitchell

Thornton, CO 80602

[lsmitchell9120@live.com](mailto:lsmitchell9120@live.com)

+1 720 227 3025

Insightful Human Resources Coordinator assists HR team with staffing, record-keeping, employee benefits and other HR-related duties. Plans and organizes work to achieve goals and targeted results with minimal supervision. Continually develops knowledge and gains subject matter expertise in assigned HR discipline related to work activities and projects assigned.

## Work Experience

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### **HR Coordinator**

Prescient LLC - Arvada, CO

September 2021 to Present

- Assisted with recruitment process by posting job ads, filtering applications, scheduling interviews, assisting in interview process and drafting offer letters.
- Completed employee employment verifications and unemployment paperwork prior to hire or termination.
- Maintained human resources information system and kept employee files up to date and accurate.
- Advised decision-makers on complex and confidential matters ranging from performance management to employee relations issues.
- Recommended, initiated and finalized HR actions regarding faculty and staff position management, compensation and employment postings, hiring proposals and new hire onboarding.

### **Hiring Coordinator**

Lowes Home Improvement - Westminster, CO

April 2019 to September 2021

- Streamlined HR efficiencies, coordinated new hire orientations and provided onboarding and training for over 200 new employees.
- Reviewed resumes and employment applications and interviewed applicants to evaluate work history and other qualifications.
- Accurately prepared weekly payroll and tracking data using Kronos and PeopleSoft systems.
- Advised on best practices for employee growth and productivity goals, consistently helping to improve retention.
- Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates.

### **Assistant Store Manager**

Hibbett Sporting Goods - Beatrice, NE

August 2015 to April 2019

- Managed opening and closing procedures and recommended changes to enhance efficiency of daily activities.

- Coached sales associates in product specifications, sales incentives and selling techniques, significantly increasing customer satisfaction ratings.
- Provided weekly work schedules to employees to accommodate business demands and vacation requests.
- Conducted weekly staff meetings to motivate staff members, address concerns and questions, plan improvements and evaluate progress toward goals.
- Interviewed, hired and trained staff associates to comply with company policies and procedures.

### **Personnel Coordinator**

Wal-Mart - Wheat Ridge, CO

April 2010 to August 2015

- Partnered with departmental managers to ascertain hiring needs and subsequently provide candidate recommendations.
- Managed full-cycle recruiting process by sourcing, screening and interviewing candidates.
- Facilitated completion of benefit-related paperwork to provide eligible employees with benefit overviews.
- Initiated and maintained workers compensation cases for tracking, reporting and legal mechanics.
- Maintained human resources regulatory compliance with local, state and federal laws.

## Education

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### **High School Diploma**

Broomfield High School - Broomfield, CO

May 2010

## Skills

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- Problem Solving
- Recruiting and Interviewing
- Verbal and Written Communication
- Time Management and Organization
- Decision Making
- MS Office and Excel
- Multitasking Abilities
- HR Sourcing
- Kronos
- Employee Orientation
- PeopleSoft
- Workday
- Workers' Compensation
- Performance Management
- Human resources
- Communication skills

- Succession planning
- Microsoft Excel
- Microsoft Powerpoint
- Presentation skills

## Assessments

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### **Recruiting — Highly Proficient**

July 2021

Managing the candidate sourcing and selection process

Full results: [Highly Proficient](#)

### **Verbal communication — Proficient**

August 2021

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

### **Customer focus & orientation — Expert**

July 2021

Responding to customer situations with sensitivity

Full results: [Expert](#)

### **Advanced attention to detail — Proficient**

July 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.