
Kimberly Pierce

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PROFESSIONAL SUMMARY

Seasoned human resources professional with more than 5 years of experience in community outreach and development. Excellent editing and interpersonal communications skills. Track record of achieving exceptional results in project supervision and fostering solid relationships.

SKILLS

- File and records management
- Recruitment/staffing
- Activities reporting
- Mail handling
- Job applicant interviews
- Wages and salary
- Data entry
- Sorting and labeling
- Benefits administration
- Human resources procedures
- Training and mentoring
- Project organization

EDUCATION

Film Studies - Master of Arts - 2009

University of Colorado Boulder - Boulder, CO

WORK HISTORY

Human Resources Specialist - May, 2013 to March, 2015

Target - Arvada, CO

- Maintain employee files
- Track and problem solved timekeeping and scheduling errors
- Organize and process requests and applications from job seekers and monitor them through the application process
- Liaise with team members to ensure needs are being met in regards to time keeping, benefits and all other HR needs
- Create a seamless on-boarding experience for all new-hires: collect and process new hire documentation
- Prepare and process separation documents and exit processes. Run monthly ad hoc reports from applicable HR systems

Administrative Coordinator - March, 2015 to November, 2017

Humana - Greenwood Village, CO

- Prepare and review operational reports and schedules to ensure accuracy and efficiency
- Develop and implement smooth business operations in Central West regional office. Conducted classes to teach new procedures to staff
- Ensure a positive member experience through collaboration with multiple departments across the regional office to research and solve problems

Human Resources Specialist - November, 2017 to August, 2018

Target - Wheat Ridge, CO

- See previous Target HR job duties

Legal Assistant - August, 2018 to Present

Machol & Johannes LLC - Denver, CO

- Ensure appropriate changes were made to legal documents to resolve client problems
- Running reports to track department metrics and ensure firm deliverables are being exceeded
- Develop, document, or maintain standards, best practices, or system usage procedures
- Implement scanning or other automated data entry procedures, using image devices and document imaging software
- Monitor regulatory activity to maintain compliance
- Ensure timely and accurate import of all received legal documents

