Brynlee Castellanos

HR Coordinator

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SUMMARY

HR coordinator with 4 years of experience in healthcare staffing and manufacturing, supporting onboarding, benefits administration and HRIS data for up to 450 employees. Rebuilt the new-hire onboarding checklist, cutting first-week paperwork errors by 80%, and processes biweekly payroll changes for 3 departments with zero missed deadlines.

EXPERIENCE

HR Coordinator — Meridian Health Staffing

Tulsa, OK · Feb 2022 – Present

- Coordinate onboarding for 15-25 new hires a month across 4 clinic locations, managing offer letters, I-9 verification and background checks in Workday.
- Rebuilt the new-hire checklist and welcome packet, cutting first-week paperwork errors reported by managers from 1 in 5 to 1 in 25.
- Maintain HRIS records for 450 employees, processing 60-80 biweekly changes to pay, title and department with no missed payroll deadlines in 2 years.
- Administer open enrollment for medical, dental and vision benefits, answering questions from 450 employees and resolving 95% within 2 business days.
- Schedule 120+ interviews a quarter for 3 recruiters, coordinating across 6 hiring managers' calendars.

HR Assistant — Ironvale Manufacturing

Broken Arrow, OK · Jun 2020 – Jan 2022

- Processed new-hire paperwork and I-9s for 180 employees across 2 shifts, keeping compliance audits error-free for 18 straight months.
- Tracked FMLA and leave-of-absence requests for up to 40 employees at a time, flagging return-to-work dates to supervisors.
- Filed and digitized 5 years of paper personnel records into the HRIS, reducing records-request turnaround from 2 days to same-day.

SKILLS

HRIS and systems: Workday, ADP, BambooHR, Microsoft Excel (VLOOKUP, pivot tables)

Core HR: Onboarding, I-9 and E-Verify, benefits administration, leave tracking, payroll data entry

Recruiting support: Interview scheduling, applicant tracking systems, offer letter preparation

Compliance: FMLA, FLSA basics, personnel file audits, record retention

CERTIFICATIONS

SHRM Certified Professional (SHRM-CP), 2023

EDUCATION

B.A. Human Resource Management, Oklahoma State University, 2019

Fictional example by FindAJobAI: the person, employers and numbers are invented.