Rebecca Grayson

HR Generalist

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SUMMARY

HR generalist with 5 years of experience across logistics and healthcare, supporting 220 employees in onboarding, benefits, employee relations and compliance. Cut new-hire paperwork errors by 80% after rebuilding the onboarding checklist in Workday, and resolved 95% of employee relations cases within 10 business days. Known for staying calm in conflict and explaining policy in plain language.

EXPERIENCE

HR Generalist — Baywater Logistics

Tampa, FL · Apr 2022 – Present

- Manage the full employee lifecycle for 220 employees across 3 warehouses, from requisition in Workday through offboarding.
- Rebuilt the new-hire onboarding checklist and automated I-9 and benefits enrollment reminders, cutting paperwork errors from 1 in 5 hires to 1 in 25.
- Investigated and closed 34 employee relations cases in 2024, documenting each in writing and resolving 95% within 10 business days.
- Led annual open enrollment for 220 employees across 2 medical plans, running 6 info sessions that cut benefits help-desk tickets by 30%.
- Audited I-9 and personnel files for 2 warehouse sites ahead of a state labor audit, correcting 40 records with no findings issued.

HR Coordinator — Sunrise Clinic Group

Clearwater, FL · Feb 2020 – Mar 2022

- Processed onboarding, background checks and credentialing paperwork for 60 new hires a year across 5 clinic locations.
- Maintained PTO, leave of absence and FMLA tracking for 140 employees, flagging compliance deadlines to managers before they were missed.
- Coordinated exit interviews and built the first attrition report, which traced 40% of first-year turnover to a scheduling complaint later fixed by management.

SKILLS

HR Systems: Workday, ADP Workforce Now, BambooHR, Greenhouse

Compliance: FMLA, FLSA, I-9 and E-Verify, state leave laws, EEO-1 reporting

Programs: Onboarding, benefits administration, employee relations, performance review cycles

Tools: Microsoft Excel, DocuSign, Slack, SharePoint

CERTIFICATIONS

SHRM-CP, 2023

EDUCATION

B.A. Human Resource Management, University of South Florida, 2019

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