Tamara Okonkwo

HR Coordinator | Human Resources Intern

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PROFESSIONAL SUMMARY

HR coordinator with two years supporting recruiting, onboarding and benefits for a growing healthcare services company. Keeps employee records accurate in UKG, answers policy questions with patience and handles confidential files carefully. aPHR certified and ready to take on employee relations and compliance as a first-time HR generalist.

PROFESSIONAL EXPERIENCE

Mesquite Home Health Partners · Austin, TX **Oct 2024 — Present**

HR Coordinator

- Coordinate onboarding for 15 to 25 new hires a month across four clinics, including offer letters, background checks, I-9 verification and first-day schedules.
- Rebuilt the new hire checklist in UKG so managers receive automatic task reminders, ending missed equipment and badge requests on start dates.
- Answer benefits and leave questions from field staff and guide them through open enrollment, escalating complex cases to the HR generalist.
- Audited 300 personnel files against state and federal retention rules and corrected missing forms before the annual compliance review.

Caprock Building Supply · San Marcos, TX **Jan 2024 — Aug 2024**

Human Resources Intern

- Scheduled interviews and screened applications for warehouse and driver roles, keeping candidates updated so fewer dropped out before interviews.
- Drafted a bilingual English and Spanish safety orientation handout with the operations manager for new warehouse employees.

EDUCATION

BBA, Human Resource Management **2024**

Blue Hills State University

SKILLS

Technical: Onboarding, Benefits enrollment, UKG Pro, I-9 and E-Verify, Recruiting coordination, HR records management, Payroll data entry, Excel, New hire orientation, Employee communications

Certifications: Associate Professional in Human Resources (aPHR)