

CHELSEA WAGNER

HUMAN RESOURCES COORDINATOR

CONTACT



(717) 673-7352



chelswags02@gmail.com



linkedin.com/in/chelsea-wagner/



http://chelsea-wagner.com



Philadelphia, PA

SKILLS

Handle Confidential Information

Microsoft Suite

Time Management

Project Management

Customer Satisfaction

Multi-task & Handle High-volume Workloads

Communication

Customer Service

EDUCATION

Temple University

Klein College of Media and Communication

Major: Communication Studies

Minor: Leadership, Event and Entertainment Management

Concentration: Policy, Regulation, and Advocacy

GPA: 3.57

WORK EXPERIENCE

Recruiting/HR Coordinator

Gratz Pilates

January 2025 - Present

- Ensuring accurate and up-to-date records for all employees, safeguarding sensitive information while adhering to privacy standards
- Streamlining the recruitment process by effectively scheduling interviews and collaborating with hiring managers to ensure smooth candidate experiences
- Facilitating the onboarding process, ensuring new employees feel welcomed, prepared, and supported as they integrate into the company culture
- Managing employee benefits programs, providing information and assistance on benefit options, and ensuring all benefits are administered accurately and on time
- Coordinating and facilitating employee development programs that support professional growth and align with organizational goals
- Collaborating with the recruitment team to source, screen, and place candidates who align with the company's needs and culture
- Serving as a resource for employees, addressing inquiries, resolving concerns, and providing guidance on HR policies and procedures
- Leading the implementation of a new Human Resources Information System (HRIS), overseeing the integration of all relevant systems and ensuring a seamless transition for employees and HR teams alike

Talent Acquisition Coordinator

AION Management

June 2024 - January 2025

- Co-lead on a Process and Integration project where my team and I created a process to automate the creation of new hire tickets
- Assist with sourcing candidates through a variety of channels aligned with the TA Sourcing strategy to attract qualified candidates
- Collaborate with Marketing to develop and distribute fliers, brochures, and other forms of media to attract talent to our organization.
- Respond to employee reviews and up-channel any question or concerns to leadership
- Assist in the preparation of offer letters and employment contracts.
- Facilitate new hire orientation sessions and ensure all required paperwork is completed accurately and on time.
- Support TA Team with activity related to background checks and ownership of the communication to the vendor, candidates, and hiring managers with status updates.

CHELSEA WAGNER

HUMAN RESOURCES COORDINATOR

CONTACT



(717) 673-7352



chelswags02@gmail.com



linkedin.com/in/chelsea-wagner/



http://chelsea-wagner.com



Philadelphia, PA

SKILLS

Handle Confidential Information

Microsoft Suite

Time Management

Project Management

Customer Satisfaction

Multi-task & Handle High-volume Workloads

Communication

Customer Service

REFERENCE

Kisha Hence



(267) 474-5737



k.hence@temple.edu

WORK EXPERIENCE

HR Coordinator

AION Management

August 2023 - June 2024

- Facilitated new hire orientation sessions and ensured all required paperwork is completed accurately and on time.
- Maintained social media engagement through Glassdoor and Indeed
- Proficient in UKGpro
- Organized and updated the company's performance management process

HR Intern

AION Management

May 2023 - August 2023

- Actively recruited candidates and conducted phone screens
- Lead project management to update the company's I9 process, collecting 400+ I9s companywide

Dean's Assistant

Klein College of Media and Communication

June 2022 - May 2023

- Handle confidential information
- Keep office stocked and organize
- Consult with fellow employees about upcoming events

Peer Mentor

Klein College of Media and Communication

August 2022 - December 2022

- Mentor first-year students
- Engage with Program Coordinator and other Peer Mentors
- Facilitate discussions related to Klein Culture and the college transition process

Advisor's Assistant

Klein College of Media and Communication

September 2021 - May 2022

- Handle confidential information
- Attend and organize professional meetings
- Consult with fellow employees about upcoming events