

RENEE LITTLE

PROFESSIONAL SUMMARY

Efficient professional with experience in competency-based performance, electronic applicant screening, and employee / labor relations. Frequently praised as focused by peers, I can be relied upon to help your team achieve its goals. Hardworking, highly motivated professional eager to lend combined knowledge and skills to enhance business performance.

Operates well in both individual and team capacities, leveraging seasoned work ethic to quickly adapt to different processes and drive company objectives. Resourceful and results-driven with a passion for growth and efficiency to meet company needs and increase service value.

Phone (513)432-9053

Email eden3217@gmail.com

EXPERIENCE

HR Specialist

May 2023 - Present UC Health, Cincinnati, Ohio

- Maintained and updated employee records to support accuracy and compliance.
- Managed the onboarding process for new employees, including orientation and training.
- Oversaw preparation of new hire paperwork and managed onboarding process.
- Maintained accurate records of employee information in HRIS database.
- Pre-screen new hires for hiring event
- Employee Engagement
- Training and Development
- New Hire Onboarding
- Employment Recordkeeping

SKILLS

- Administration Benefits
- Employee Retention
- Complex Problem-Solving
- Candidate Sourcing
- Risk Management
- Background Checks
- Data Evaluation
- Onboarding and Orientation
- Employee Engagement
- Training and Development
- New Hire Onboarding
- Employment Recordkeeping
- Employee Hiring
- Active Listening

EDUCATION

Bachelor of Technical & Applied Studies, University of Cincinnati

Sept 2022- Present (Graduation May '25)

Associate of Applied Business in Business Management with Human Resource Management

June 2022

Eastern Gateway Community College, Steubenville, Ohio

Associate in science (A.S.) in Health Administration

December 2021

Eastern Gateway Community College, Steubenville, Ohio

CERTIFICATIONS

- Human Resources Management

Volunteer Service

Matthew 25 Ministries

I have volunteered for 15-Hours of service. I enjoyed the ministries helping those in need.