

Contact

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Top Skills

Offboarding
Confidentiality
Microsoft Excel

Languages

English

Certifications

Notary Public

Honors-Awards

Thank You
Kudos Super Six
Job Well Done
Thank You
Creative Thinker

Ashley Hogan

HR Administrator | HR Operations | Employee Experience
Renton, Washington, United States

Summary

Championing a culture of excellence, my tenure as HR Admin has been marked by transforming HR processes for optimal efficiency and employee satisfaction. With a Notary Public certification, I ensure the highest levels of compliance and data integrity. Our team has significantly reduced errors and enhanced the onboarding experience, contributing to a 98% increase in employee satisfaction.

My approach is characterized by meticulous attention to detail and proactive problem-solving, leading to a 90% improvement in operational procedures. In collaboration with stakeholders, we have optimized recruitment and streamlined the integration of new hires, which has fortified our commitment to continuous improvement and fostered a welcoming workplace.

Experience

Icertis

HR Admin / Office Manager

August 2022 - July 2024 (2 years)

Bellevue, Washington, United States

- Developed and maintained internal standard operating procedures and policies to streamline HR processes to save the company time, money, and reduce errors by 90%
- Exercised keen attention to detail by maintaining HR data integrity in HRIS and Equifax by conducting routine audits
- Strengthen operations by coordinating new hire onboarding with payroll, finance, and IT to enhance efficiency
- Improved the employee experience by proactively addressing all HR inquiries to increase employee satisfaction by 98%
- Optimized performance by collaborating with HR leaders and Stake Holders to improve recruitment and hiring
- Facilitated the off-boarding process for terminated employees by scheduling exit interviews and handling documentation

- Actively participated in Social Committee, DEI Committee, and Employee Resource Groups to host events and plan activities
- Supported new hires by documenting employee enrollment in health benefits, life insurance, and 401(k) plans
- Maintained building security by providing and revoking access via key fobs, badges, and ID cards

Harnish Group Inc.

Human Resources Assistant

June 2021 - July 2022 (1 year 2 months)

Tukwila, Washington, United States

- Ensured efficient HR operations by administering tests and consumer reporting for prospective candidates, business intelligence reporting and retention projects, and employee opinion surveys
- Conducted yearly audits of all employee data entered into HRIS for accuracy and ensured correction if needed
- Attracted top talent by organizing local job fairs and recruiting events to fill open positions
- Ensured all employee-related documents were securely saved & filed in a locked location per company standards

Robert Half

Senior Immigration Legal Assistant

August 2016 - June 2021 (4 years 11 months)

Redmond, Washington, United States

(Worked as a full-time vendor at Microsoft Corporation)

- Facilitated the immigration process for non-citizens by coordinating with the immigration manager on visa-related issues and monitoring ongoing changes in compliance regulations
- Oversaw orientation by conducting weekly in-person events to successfully onboard up to 1K new employees
- Enhanced the immigration program by identifying and analyzing trends to foster a culture of continuous improvement
- Embraced challenges by tracking, managing, and re-verifying all work authorizations for visa-dependent employees to ensure continued employment eligibility

Northwest Trustee Services, Inc.

Foreclosure Team Lead

February 2007 - August 2016 (9 years 7 months)

Bellevue, WA

- Directed the administration of foreclosure processes for 8 states by evaluating the work and performance of 10 assistants
- Boosted productivity by strategically delegating work assignments to meet strict business deadlines
- Guaranteed the team complied with industry regulations, processes, and company policies by providing rigorous training and oversight to ensure 100% compliance
- Leveraged technological proficiency to set up foreclosure files in FTS (filing tracking system) and ELF (electronic filing) while organizing digital and paper documentation for easy retrieval

Education

Thomas Jefferson High School

Graduate · (2002 - 2005)

Highline College

Diploma , Political Science and Government, Astronomy, Social Studies,
Math · (2003 - 2005)