
Jasmine Brooks

HRIS Coordinator

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Summary

HRIS Coordinator with 2 years of HR data work, now entering and auditing employee records for a 2,500-employee insurance company in Indianapolis. Processes personnel changes in ADP Workforce Now, builds Excel reports for HR partners, and answers employee system questions quickly while keeping personnel data confidential.

Experience

HRIS Coordinator

Hoosier Mutual Insurance — Indianapolis, IN — 08/2025 - Present

Property and casualty insurer with 2,500 employees.

- Process **350** hires, job changes and terminations a month in ADP Workforce Now with an error rate under 1%.
- Run weekly data audits on missing managers, cost centers and pay grades, fixing 60 records a week.
- Build Excel reports with VLOOKUP and pivot tables for 8 HR business partners.
- Support open enrollment by testing deductions for 2,500 employees and answering 300 benefits questions.

HR Assistant

Circle City Staffing — Indianapolis, IN — 06/2024 - 07/2025

Staffing agency placing 1,200 light-industrial workers.

- Onboarded **80** temporary workers a month, completing I-9 and E-Verify checks.
- Entered timecards and pay rates for 400 weekly paid workers.
- Maintained 1,200 personnel files and tracked expiring work authorizations.
- Answered 40 worker pay and schedule questions a week by phone and email.

Student Assistant, Human Resources

Indiana University Indianapolis — Indianapolis, IN — 09/2022 - 05/2024

Part-time campus job with the university HR office.

- Scanned **3,000** personnel documents into the records system.
- Scheduled 150 interviews in Outlook for hiring managers.
- Updated 250 student employee records each semester.

Education

Bachelor of Science

Indiana University Indianapolis

Human Resource Management

Indianapolis, IN

05/2024

Skills

HRIS	—	ADP Workforce Now	—	Data Audits	—	Excel
Pivot Tables	—	VLOOKUP	—	Open Enrollment	—	E-Verify
Attention to Detail	—	Customer Service				

Certificates

SHRM Certified Professional (SHRM-CP)

SHRM

12/2025