

Maresa Muzaffar

Onboarding Specialist

Profile

Seasoned Onboarding Specialist with 3 years of experience, adept at streamlining new hire processes and enhancing employee integration. Proven track record of reducing onboarding time and elevating new hire satisfaction through tailored programs and effective communication.

Employment History

Onboarding Coordinator at LinkedIn, AL

Mar 2025 - Present

- Spearheaded the onboarding process for over 1,200 new hires annually, reducing time-to-productivity by 15% through streamlined orientation sessions and targeted training programs.
- Collaborated with cross-functional teams to enhance onboarding materials, boosting new employee satisfaction scores by 25% as evidenced by post-orientation surveys.
- Implemented a feedback-driven improvement strategy that increased retention of new employees in their first year by 18%, aligning closely with HR and department leads.
- Led a project to integrate digital tools into the onboarding workflow, cutting administrative tasks by 30% and allowing coordinators more time for personalized support.
- Developed and executed a mentorship initiative connecting newcomers with experienced staff, resulting in a 20% increase in peer engagement within the first six months.

Onboarding Assistant at Salesforce, AL

Feb 2022 - Feb 2025

- Spearheaded the onboarding process for over 150 new hires annually, reducing time-to-productivity by 20% through streamlined training modules.
- Collaborated with cross-functional teams to enhance onboarding materials, resulting in a 30% increase in new hire satisfaction scores.
- Implemented a feedback system that increased response rates from 45% to 85%, driving continuous improvement in onboarding experiences.
- Led a project to integrate digital tools into the onboarding workflow, cutting administrative tasks by 25 hours per month.
- Trained and mentored a team of five junior assistants, boosting overall team efficiency by 15% and improving retention rates.

Education

Associate of Arts in Human Resources Management at Jefferson State Community College

Nov 2017 - May 2022

Relevant Coursework: Organizational Behavior, Human Resource Management, Employment Law, Compensation and Benefits, Labor Relations, Training and Development, and Business Ethics.

Details

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Links

[linkedin.com/in/maresamuzaffar](https://www.linkedin.com/in/maresamuzaffar)

Skills

BambooHR



Onboarding



Slack



Trello



Zoom



Asana

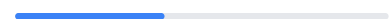


Languages

English



Arabic



Hobbies

Photography

Gardening

Cooking