


# Arden Marvan

## Onboarding Specialist

Dynamic Onboarding Specialist with 2 years of experience, motivated and eager to enhance employee integration processes. Adept at fostering welcoming environments, streamlining onboarding procedures, and continuously seeking growth opportunities to improve team success.

[arden.marvan@gmail.com](mailto:arden.marvan@gmail.com) 

(144) 069-1990 

West Valley City, UT 

### Education

#### Associate of Arts in Human Resources Management at Salt Lake Community College

Dec 2018 - May 2023

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

### Links

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

### Skills

Communication



Empathy



Adaptability



Problem-solving



Time management



Teamwork



### Languages

English



Portuguese



## Employment History

### Onboarding Coordinator at LinkedIn, UT

May 2025 - Present

- Spearheaded the onboarding process for over 150 new employees annually, reducing time-to-productivity by 20% through streamlined orientation sessions and personalized resources.
- Collaborated with cross-functional teams to develop a comprehensive onboarding program that improved employee retention rates by 15% within the first year.
- Implemented feedback loops with new hires, enhancing the onboarding experience and achieving a satisfaction score of 4.7 out of 5 in post-onboarding surveys.
- Led a project to integrate digital tools into the onboarding process, resulting in a 25% increase in engagement and participation during training modules.
- Mentored junior team members, fostering skill development and contributing to their advancement within the organization.

### Onboarding Assistant at Salesforce, UT

Apr 2023 - Apr 2025

- Spearheaded the onboarding process for over 350 new hires annually, reducing average integration time by 15% through streamlined workflows and personalized orientation sessions.
- Collaborated with cross-functional teams to develop a comprehensive training program, enhancing new employee engagement scores by 22%.
- Implemented feedback mechanisms that increased onboarding satisfaction rates from 76% to 89%, fostering a culture of continuous improvement.
- Analyzed and optimized the digital onboarding platform, resulting in a 30% increase in user-friendly accessibility, which significantly boosted early-stage productivity.

## Certificates

### Certified Onboarding Specialist (COS)

Nov 2023

### Talent Acquisition Specialist Certificate

Mar 2022

## Memberships

SHRM

ATD