

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Human Resources Director - Company / Location

MONTH YEAR - Present

- **Job Description:** Led a team of six full-time employees in the HR department and planned and oversaw all developments and operations in HR.
- **Results:** Improved transparency in the workplace, managed labor relations for over 70 employees, and improved productivity by 15%.
- **Additional Competencies:** Introduced and managed the transition to a new HR software service that allowed employees to check their employment status and details quickly.
- **Other:** Trained a dozen other HR professionals and interviewed nearly 200 prospective employees over my time at the company.

Human Resources Manager - Company / Location

MONTH YEAR – MONTH YEAR

- **Job Description:** Served as a strategic, collaborative partner to employers and employees in a fast-paced work environment.
- **Results:** Analyzed historical data to improve workflow processes and efficiency by 18%. We have improved workplace transparency by providing open executive meetings and acting as a liaison for over 300 employees.
- **Additional Competencies:** Planned and executed employment events for prospective employees and interviewed nearly 40 applicants for one position.
- **Other:** Consistently earned awards and accreditations from the company for my exemplary work.

Project Experience

- **Recruiting:** Worked as a recruiter at two firms, interviewed hundreds of applicants, and assisted executives in decision-making.
- **Student Union Member:** Served as a representative to the Student Union at school and advocated for over 2,000 students.
- **Community Organizer:** Consistently volunteer as a community organizer on movements and advocacy efforts related to race and gender discrimination.

Education

Masters in Business Administration- SCHOOL

MONTH YEAR

- GPA: 3.9

Bachelor of Arts in Human Relations - University of South Carolina

MONTH YEAR

- GPA: 4.0

Bachelor of Arts in Computer Science - University of South Carolina

MONTH YEAR

- GPA: 3.4

Skills

Expertise

- Consistent and Determined
- Strong sense of social justice
- Organized and Methodical
- Personable and Cooperative
- Strong Technical Skills

Licenses & Accreditations

Licenses Licenses & Accreditations

- Professional in Human Resources
- SHRM Certified Professional
- Academy to Innovate (AIHR) Certification