

# NAME

TITLE

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

## Profile

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## Experience

### Human Resources Generalist - Company / Location

MONTH YEAR - Present

- **Job Description:** I worked as a recruiter, mediator, and budget manager in my position as a Generalist at a tech company.
- **Results:** Saved \$56k in hiring expenses and reduced the budget by 34%. It improved workflow efficiency by 11% and employee satisfaction by 19%.
- **Additional Competencies:** Became the main point of contact between managers and hiring staff.
- **Other:** Hauled in more new employees to the company than any other person in the five years prior.

### Human Resources Generalist - Company / Location

MONTH YEAR – MONTH YEAR

- **Job Description:** Served as a Human Resources Generalist at a law firm, managed budgetary responsibilities, hiring, and onboarding.
- **Results:** Boosted productivity by 11% after implementing a new work performance monitoring protocol, reduced resignations by 12%, and reduced budget inefficiencies by 67%.
- **Additional Competencies:** Reduced new-hire turnover and worked closely with new hires to implement policies and strategies to benefit them.
- **Other:** Started an employer-employee committee to improve cross-hierarchical communication within the organization.

### Project Experience

- **Recruiting:** Previously worked as a recruiter across three different roles, managing over 300 interviews and numerous onboarding processes.
- **Guest Lecturer:** Served as a guest lecturer at a neighboring university to help students better understand the field of Human Resources.
- **Advocacy and Outreach:** Volunteer with a local laborer rights center to provide advocacy and resources for employees.

## Education

### Masters in Economics- SCHOOL

MONTH YEAR

- GPA: 3.56
- A capstone thesis on budget management.

### Bachelor of Arts in Human Resource Management - University of San Francisco

MONTH YEAR

- GPA: 4.0

### High School Diploma - SCHOOL

May 2009

- GPA: 3.78
- Captain of the debate club
- President of the student union.

## Skills

### Expertise

- Budget Management
- Hiring Practices and Protocol Creation
- HR software (Asana)
- Collaborative Skills
- Negotiation and Conflict Resolution

## Licenses & Accreditations

### Licenses Licenses & Accreditations

- Certified in Workday and Jobvite
- Certified in Payroll Management
- Certified Professional Human Resources Manager