

NAME

TITLE

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

Profile

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Experience

Human Resources Manager- Company / Location

MONTH YEAR - Present

- **Job Description:** Served as Human Resources Manager at a law firm in DC, where I fostered a data-driven culture and coordinated recruitment and onboarding efforts throughout each department.
- **Results:** Researched and adopted a new benefits plan that improved satisfaction by 1% and healthcare enrollment by 41%.
- **Additional Competencies:** Coordinated and managed bi-monthly events to help employees learn more about their benefits and opportunities within the company.
- **Other:** Assisted executives in implementing and researching new policies, contributing to a 9% increase in employee satisfaction.

Recruiter- Company / Location

MONTH YEAR – MONTH YEAR

- **Job Description:** Served as a recruiter to a significant hiring and employment services organization and worked with over 500 employees and a team of 25 HR professionals.
- **Results:** Coordinated with 27 executives across all departments to lead forecasting efforts and improved average time-to-hire by 22%.
- **Additional Competencies:** Researched and implemented new organizational policies and HR initiatives.
- **Other:** Participated in an inter-organizational committee to improve employee conditions and resolve communication issues.

Project Experience

- **Soft Skills Training:** Hosted a weekly workshop for a year in which employees learned how to develop soft skills.
- **HR Software Developer:** Worked on employee data management software and helped create a new software system for HR professionals.
- **Worker’s Compensation Liaison:** Volunteered as a liaison for workers’ compensation claims across my recent positions.

Education

Masters in Human Resources Management - University of Texas

MONTH YEAR

- GPA: 3.89

Bachelor of Arts in Communications - University of Texas

May 2009

- GPA: 3.9
- Minored in Philosophy

High School Diploma - Houston High School

May 2009

- GPA: 4.0
- Founded two student advocacy clubs

Skills

Expertise

- HRIS (Workday)
- Benefits Planning and Administration
- Employee Coaching
- Advocacy and Communication
- Recruiting

Licenses & Accreditations

Licenses Licenses & Accreditations

- Certified in Microsoft Office and Google
- Certified SHRM Professional
- Academy to Innovate Certified Professional