

NAME

TITLE

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

Profile

Proin gravida nibh vel velit auctor aliquet. Proin gravida nibh vel velit auctor aliquet. Aenean sollicitudin, lorem quis bibendum auctor, nisi elit consequat ipsum, nec sagittis sem nibh id elit. Duis sed odio sit amet nibh ipsum.

Experience

Human Resources Manager in Technology - Company / Location

MONTH YEAR - Present

- **Job Description:** Served as a Human Resources Manager at a large company for three years and collaborated across departments and leadership levels to ensure employer-employee communication.
- **Results:** Improved retention rates by 15%, hired 12 new members to different teams across departments and led three HR employees.
- **Additional Competencies:** Planned and executed special employee events, including insurance presentations and onboarding resources.
- **Other:** Volunteered with other employees to support a local homeless shelter during the holidays.

Human Resources Coordinator in IT - Company / Location

MONTH YEAR – MONTH YEAR

- **Job Description:** As an HR coordinator, to plan and execute interviews, manage to onboard, and collect feedback. Leveraged new technologies to improve workflow.
- **Results:** Interviewed over 80 applicants and managed onboarding for six new employees. Collected feedback after final round interviews.
- **Additional Competencies:** Created onboarding packages and presentations for all new employees and created compensation structures for employers.
- **Other:** Assembled a hiring committee to include other employees at the firm and introduced collaborative hiring.

Project Experience

- **Student Representative:** Acted as a student representative in the Student Senate for three years, managed student budgets, and advocated for employee rights.
- **Academic Hiring Committee Member:** Served on the Academic Hiring Committee to help the school select new and visiting professors.
- **Marketing Entrepreneur:** Created an app to help charities and non-profit organizations benefit from affordable and tax-deductible marketing.

Education

Masters in Human Resources- Claremont Graduate University

MONTH YEAR

- Wrote a capstone thesis on inter-organizational hiring.

Bachelor of Arts in English - Pomona College

MONTH YEAR

- GPA: 4.0

High School Diploma - Berkeley High School

MONTH YEAR

- GPA: 4.0
- Class valedictorian

Skills

Expertise

- Skilled in Software Development and Implementation
- Research and Data
- Forward-Thinking and Planning
- Industry-Specific Skills
- Negotiation Skills

Licenses & Accreditations

Licenses Licenses & Accreditations

- Certified in Negotiation with Dale Carnegie (99% Accuracy)
- Certified in Labor Relations
- Certified in Conflict Resolution and Restorative Justice