Your Name

City, State Abbreviation Zip Code | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

Profile

- Results-driven and SHRM-certified HR professional with over eight years of experience in talent acquisition, employee relations, and HR strategy development. Proven track record of implementing HR best practices to drive organizational growth and employee satisfaction. Adept at fostering a positive work culture and facilitating talent development.

Education

- Bachelor of Arts (B.A.) Business Administration | TOWSON UNIVERSITY, Towson, MD | September 2011 – May 2015

Certifications

- Certified Compensation Professional (CCP), WorldatWork, 2022
- SHRM Certified Professional (SHRM-CP), SHRM, 2019

Key Skills

- Freshteam applicant tracking systems (ATS)
- Negotiation
- Payroll processing
- Talent acquisition
- Team building

Professional Experience

HR MANAGER | INFUSION SOLUTIONS, BALTIMORE, MD | JANUARY 2021 – PRESENT

- Develop, implement, and enforce HR policies and procedures to ensure compliance with employment laws and regulations
- Manage all aspects of recruitment, hiring, and onboarding across multiple offices
- Trained six managers in the last three years on performance management techniques to improve employee productivity
- Resolved 18 employee relations issues in 2023
- Oversee and recommend changes to employee benefits, including health insurance, retirement plans, and leave policies
- Achieved a 20% reduction in time-to-hire by implementing streamlined recruitment processes

HR GENERALIST | VISSER TECHNICAL CENTER, BALTIMORE, MD | OCTOBER 2015 – DECEMBER 2020

- Collaborated with the HR team to ensure uniform interpretation and application of policies and procedures
- Managed and maintained at least 2,000 physical and digital employee records
- Supported the onboarding process for new employees, including paperwork and E-Verify authorization tracking
- Organized and executed 12 employee events, staying well within budget
- Generated weekly and monthly employee reports, facilitating data-driven decision-making
- Achieved a 98% accuracy rate in SAP data entry for maintenance, new hires, terminations, and salary changes