

# Sarah Johnson

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Boston, MA 12345 | (123) 456-7890 |sarah.johnson@example.com | LinkedIn | Portfolio

## Profile

- Committed HR professional with more than seven years of experience centered on talent acquisition, recruiting and retention strategy, employee benefits and wellness programs, and performance management. Track record for finding solutions to complex employee relations issues.

## Education

- Bachelor of Arts (B.A.) in Human Resources | BOSTON COLLEGE, Boston, MA | May 2017

## Certifications

- National Association of Human Resources, Certified Trainer, 2022
- Society of Human Resource Managers (SHRM), Certified Professional (SHRM-CP), SHRM, 2020

## Key Skills

- Employee benefits and wellness programs
- Employee engagement
- Employee relations
- HR compliance
- HR policy development

## Professional Experience

### **HUMAN RESOURCES MANAGER | SPECIALTY PRODUCTS INC., BOSTON, MA | JULY 2021 – PRESENT**

- Develop, implement, and enforce HR policies and procedures to ensure compliance with employment laws and regulations
- Oversee all aspects of recruitment, hiring, and onboarding across multiple offices
- Create targeted outreach programs to increase diversity in recruiting efforts and ensure compliance with HR policies
- Foster and maintain a positive work environment, increasing employee retention by 24% in the first two years

### **HUMAN RESOURCES ASSOCIATE | KWIK MART CO., BOSTON, MA | JUNE 2017 – JULY 2021**

- Assisted with recruiting, onboarding, retention, and offboarding efforts for a 12-store chain of convenience stores
- Helped develop engaging employee wellness programs to reduce premiums by 3% despite the rising cost of health care
- Fielded employee complaints and resolved concerns, improving employee satisfaction rating by 28% in the first year
- Monitored scheduled in and out times and employee breaks to ensure compliance with employment laws