





# JAMES WHEELER


An HR generalist with over five years of experience specializing in employee relations, HRIS management, and compliance. A proven track record of spearheading initiatives to enhance HR processes and drive employee engagement. Adept at administering benefits and managing monthly payroll totaling over \$2 million.

## CONTACT

 (987) 654-3210

 jameswheeler@example.com

 LinkedIn | Portfolio

 Austin, TX 78653

## EDUCATION

Bachelor of Business Administration (B.B.A.)  
Human Resources

UNIVERSITY OF TEXAS, Austin, TX | 2019

## PROFESSIONAL EXPERIENCE

HR Generalist | Redwood Manufacturing Co., Austin, TX  
August 2021 – present

- Oversee all aspects of HR operations for a manufacturing company with 250 employees, including managing over \$2 million in monthly payroll and administering benefits
- Serve as the point of contact for employee issues and spearhead initiatives to drive engagement, contributing to an 18% increase in retention rates
- Develop and implement impactful recruitment strategies, conduct over 80 interviews per year, and reduce time-to-hire by 23%

HR Coordinator | Summit Hospitality Group, Austin, TX  
May 2019 – August 2021

- Collaborated with the HR manager in managing daily operations for a hospitality service provider with over 160 employees across four locations
- Identified appropriate resolutions for complex employee relations cases and coordinated with senior leadership to build an inclusive, collaborative culture, resulting in a 17% reduction in employee turnover
- Conducted onboarding for 40 new hires per year, created training materials, and led efforts to improve the employee experience and reduce onboarding time by 12%

## KEY SKILLS

- Benefits administration
- Compliance and labor law knowledge
- Employee engagement and retention
- HRIS system management
- Performance management
- Talent acquisition

## CERTIFICATIONS

- SHRM Certified Professional (SHRM-CP) | 2021
- Professional in Human Resources (PHR) | HRCI | 2020