

MT

# Michael Thompson

I am a senior HR generalist with over 10 years of experience managing HR functions, including talent acquisition, employee relations, and benefits administration. I excel at developing strategic HR initiatives that drive organizational success and foster a positive workplace culture.

## CONTACT

(987) 654-3210

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LinkedIn | Portfolio

Dallas, TX 12345

## KEY SKILLS

- Strategic HR planning
- Talent acquisition and retention
- Benefits administration
- Employee relations and conflict resolution

## PROFESSIONAL EXPERIENCE

SENIOR HR GENERALIST | GLOBALTECH SOLUTIONS, DALLAS, TX  
JULY 2016 – PRESENT

- Managed HR operations for 500+ employees, streamlining processes that reduced turnover by 20%.
- Led strategic initiatives that improved employee engagement scores by 18%.

HR MANAGER | INNOVATECH INDUSTRIES, DALLAS, TX  
JUNE 2010 – JUNE 2016

- Oversaw full-cycle recruitment and benefits administration, contributing to a 15% reduction in hiring costs.

## EDUCATION

Bachelor of Science in Human Resources, Texas A&M University  
College Station, Dallas, TX | May 2010

## CERTIFICATIONS

SHRM Senior Certified Professional (SHRM-SCP)  
May 2019