



# James Wheeler

I am an HR generalist with over five years of experience specializing in employee relations, HRIS management, and compliance. I have successfully spearheaded initiatives to enhance HR processes and drive employee engagement while managing payroll and benefits for a diverse workforce.

## CONTACT

-  (987) 654-3210
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## EDUCATION

ation Bachelor of Business  
Administration (B.B.A.) in Human  
Resources  
University of Texas , Austin, TX  
May 2019

## KEY SKILLS

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

## PROFESSIONAL EXPERIENCE

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

- Oversee HR operations for 250 employees, managing monthly payroll of over \$2 million and administering comprehensive benefits.
- Spearheaded recruitment initiatives that reduced time-to-hire by 23% and improved retention by 18%.

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

- Assisted in managing daily HR operations for 160 employees across four locations, reducing onboarding time by 12% and turnover by 17%.

## CERTIFICATIONS

SHRM Certified Professional (SHRM-CP)  
May 2021

Professional in Human Resources (PHR), HRCI  
February 2020