



Denver, CO 12345



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LinkedIn | Portfolio

KEY SKILLS

- Employee training
- Program development
- Performance management
- Talent development

CERTIFICATIONS

- Professional in Human Resources (PHR), HRCI, May 2018

Brian Adams

I am an HR generalist with a specialization in training and development. With over six years of experience, I have developed and implemented training programs that enhance employee performance and engagement.

PROFESSIONAL EXPERIENCE

HR GENERALIST – TRAINING SPECIALIST

SUMMIT TECH , DENVER, CO | AUGUST 2018 – PRESENT

- Developed training programs that improved employee performance by 22% and reduced onboarding time by 18%.
- Coordinated training sessions for 150+ employees across multiple departments.

HR COORDINATOR

HORIZON ENTERPRISES , DENVER, CO | JUNE 2016 – JULY 2018

- Assisted in designing onboarding processes that enhanced employee retention by 15%.

EDUCATION

Bachelor of Arts in Human Resources Management

University of Denver , Denver, CO | May 2017