

FIRST NAME LAST NAME

City • Phone • Email

Targeting roles in: HUMAN RESOURCES

Strategic, innovative and culturally diverse Human Resources professional with experience in planning, developing, implementing and evaluating HR programs and policies. Skilled in analyzing organizational needs and creating effective solutions that result in **maximized efficiency** and **reduced overhead**. Exceptional interpersonal capabilities and written/verbal communication skills, thrives when working in a dynamic, fast-paced environment and nurturing employee/client relationships. Strong knowledge of Employee Standards Act. Adept in Microsoft Office/SharePoint. **Fluent in English, French and Ukrainian.**

AREAS OF PROVEN PERFORMANCE

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|------------------------------|-----------------------|------------------------|
| • Human Resources Management | • Health & Safety | • Interpersonal Skills |
| • Training & Development | • Staff Scheduling | • Organization |
| • Reporting & Analysis | • Business Efficiency | • Conflict Resolution |
| • Strategic Planning | • Team Leadership | • Communication |

HUMAN RESOURCES EXPERIENCE

Title, Company Name, City	Date
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Independently managing HR for a restaurant business with 25 employees

- Playing key role in business expansion by performing resource requirement analysis and developing HR initiatives to enable successful growth, such as the creation of a compliant health and safety committee.

Title, Company Name, City	Date
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Sole responsibility for HR in a company with 30 employees

- Provided expert advice to leadership and staff on resource management policies, procedures and scheduling tools to develop and implement staffing strategies that maximized efficiency.
- Analyzed skill sets to provide resource recommendations to leadership and screened applicants to ensure they had the qualifications required.
- Coordinated on-boarding and orientation plans for newly hired staff, including training sports coaches.
- Organized HR documentation and practices to fill gaps in compliance standards, including reviewing application forms, waivers and employment contracts.
- Smoothed out the hiring process by merging the previously disjointed trial and probationary periods.
- Wrote letters of employment for immigrant employees and provided cultural ingratiation support.
- Created an employee handbook, drafted contracts and wrote termination letters.

EDUCATION & TRAINING

Human Resources Management, College Name, City	Received Date
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Bachelor of Science (Honours), Psychology (Biology Minor), University Name, City	Graduated Date
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