

# Caroline Johnson

Human Resources  
Specialist

## Personal Info

### Email

carolinejohnson@email.com

### LinkedIn

linkedin.com/in/caroline-johnson

### Phone

123-456-7890

## Skills

Personnel Recruitment and Retention

Employee Relations Management

Wellness Program Development

HR Records and Database  
Management

Conflict Resolution

Excellent Communication Skills

Empathy and Sensitivity

Analytical Thinking

## Languages

English ★★★★★

Spanish ★★★★★

## Hobby/Interest

- Hiking and outdoor activities, demonstrating leadership and team-building skills.
- Reading about organizational psychology, indicating an ongoing interest in human behavior and team dynamics.

Detail-oriented Human Resources Specialist with 5+ years of experience. Eager to support Nexus Optix Co. in building a highly efficient team of professionals by leveraging my skills in personnel recruitment and retention. Successfully implemented a company-wide wellness program at Nova Matrix Inc., resulting in a 20% decrease in employee absenteeism.

## Work History

2015-06

- 2020-12

### Senior Human Resources Specialist

*Nova Matrix Inc., Las Cruces, NM*

#### Key Qualifications & Responsibilities

- Oversaw recruitment process, successfully filling 100+ positions within the company.
- Managed and resolved employee relations issues.
- Designed an overhauled onboarding process.
- Developed and coordinated a company-wide wellness program.

#### Key Achievement

- Implemented a wellness program leading to a 20% decrease in employee absenteeism.

2012-07

- 2015-05

### Human Resources Assistant

*Velocity Matrix Co., Las Cruces, NM*

#### Key Qualifications & Responsibilities

- Assisted with recruitment efforts, including job postings and interviews.
- Maintained human resources records and databases.
- Facilitated employee onboarding process.

#### Key Achievement

- Decreased administrative time by 30% with a streamlined HR database management.

## Education

2008-08

- 2012-06

### Human Resources Management, Bachelor of Business Administration

*New Mexico State University, Las Cruces, NM*

#### Relevant extracurricular activities

- Active member of the university's HR club.
- Volunteered for local job fairs.

## Membership

2016-03

*Member of the Society for Human Resources Management*

- Delivered a lecture on Establishing Team Cohesion during the 2018 Women in Business Conference, San Diego.
- Served as team leader for an HR project which won first prize in the university competition.

## Certificates

2020-10

### Certified Human Resources Professional (CHRP)

*Society for Human Resources Management*