

Human Resources Resume Sample

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CAREER OBJECTIVE

Human Resources Generalist with 6+ years of experience assisting with and fulfilling organization staffing needs and requirements. Aiming to use my dynamic communication and organization skills to achieve your HR initiatives. Possess a BA in Human Resources Management and a Professional in Human Resources certification.

PROFESSIONAL EXPERIENCE

MEADOW LABORATORIES, Chicago, IL

HR Generalist, Sept 2010 - present

- Implement effective HR policies to ensure all practices are in compliance with labor and employment regulations.
- Increased employee retention above 90% by rigorously maintaining a positive work environment.
- Develop targeted outreach recruitment programs to recruit more minorities and meet affirmative action requirements.
- Created a website with an embedded database and FTP functionality to enable online recruitment for the organization and reducing recruitment costs by 10%.
- Develop user friendly application forms and questionnaires to be used by the organization during staff recruitment and interviewing.
- Arbitrate labor disputes in collaboration with the legal department.

TRENTON CHILDREN'S HOSPITAL, Boston, MA

Human Resources Intern, Sept 2008 - Aug 2010

- Advised prospective employees on various tips and tricks that would assist them in gaining employment in the organization.
- Conducted several seminars for hospital employees to update them on employee benefit options.
- Invited 10+ motivational speakers and industry experts to give lectures and speeches to employees on new industry standards and how to build confidence and morale in the workplace.
- Updated 100+ employee records and job assignments daily.
- Relayed important messages from management to hospital employees quickly via word of mouth, memos and bulletin notices.

EDUCATION

MIAMI UNIVERSITY, Miami, FL

Bachelor of Art in Human Resources Management, June 2008

- Graduated Summa Cum Laude.
- Captain of varsity baseball and rugby teams.