

# AMY BROWN

✉ 8 Any Street, Los Angeles, California 88888 ☎ 888.888.8888 ✉ resumesample@gmail.com

## Human Resources Manager

### □ Q U A L I F I C A T I O N S   P R O F I L E

Dynamic, multifaceted, and performance-focused professional, offering extensive experience in human resource operations, administrative functions, and general management. Expert in staff recruitment and supervision, database administration, regulatory compliance, and employee retention. Armed with interpersonal and communication skills in interfacing with staff, senior leadership, and other key stakeholders to foster a collaborative environment. Known for strong work ethic in maintaining confidential information and exercising independent judgment in dealing with wide-ranging HR responsibilities.

### □ A R E A S   O F   E X P E R T I S E

**Policies and Procedure Development | Benefits Administration | Strategic Planning and Implementation  
Workers Compensation | Employee Relation | Payroll Management | Health and Safety Program Management**

### □ P R O F E S S I O N A L   E X P E R I E N C E

#### ON-TARGET CONSULTING • Detroit, MI

**Contractual HR Business Consultant, Human Resource**

2010–2016

- Developed HR organization which involved talent management, scheduling requirements, compensation administration, job descriptions, as well as policies and procedures including government regulatory affairs and dismissal, employee handbook and orientation, and payroll processing.
- Established and implemented on-the-job Occupational Safety and Health Administration (OSHA) and Michigan Occupational Safety and Health Administration (MIOSHA) health and safety training programs and regulatory affairs.
- Worked on a contractual part-time for new construction operations, to assist the owner in developing and managing plans and policies for HR activities.
- Played a key role as in-house and external consultant by analyzing and providing strategic solutions on HR issues relating to assigned projects.

#### FERGUSON ENTERPRISES • Detroit, MI

**Director Generalist, Human Resource**

2007–2009

- Handled the certification compliance as well as renewal of ISO standards through revision, implementation, and maintenance.
- Determined and resolved employee exposure to potential hazards outside and within the workplace by improving company health and safety awareness training program.
- Established comprehensive libraries for HR along with policies and procedures.
- Held responsibility in automating and updating the job requisition approval process, from initial request to applicant approval.
- Performed job analysis for all classifications for the preparation of job descriptions and specifications.
- Build the company's first portfolio manual as marketing tool to enhance employer branding.
- Created new position to HR operations and activities including project management, benefits and compensation, employee relations, and government regulatory affairs.