

FIRST LAST

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PROFESSIONAL EXPERIENCE

Resume Worded, New York, NY

Jun 2018 – Present

Human Resources Manager

- Structured and implemented programs and policies in the areas of training, compensation structures, benefit packages, incentives and on-boarding orientations, saving over 70% of recruiting costs.
- Led the HR operations and strategy for over 150 company franchises, generating over \$40 million in revenues.
- Played an integral role in company reorganization; overseeing closure of 20 franchises and over 65+ job cuts.

Second Company, New York, NY

Jan 2015 – May 2018

Human Resources Manager

- Implemented new employee referral program, reducing cost per hire by 35%.
- Administered all benefits for 350+ union and non-represented employees across 7 departments.
- Updated business policies and procedures to maintain 100% compliance with all current Federal and State Employment Law and Safety regulations including EEO, ADA, FMLA and HIPAA.

Third Company, San Diego, CA

May 2008 – Dec 2014

Assistant Human Resources Manager (Nov 2011 – Dec 2014)

- Promoted within 18 months due to strong performance and organizational impact (one year ahead of schedule).
- Created and maintained a positive work environment, increasing employee retention rates by over 80%.
- Planned and coordinated 30+ training sessions for 300+ employees across 6 major offices, defined agenda and prepared minutes for C-suite executives.

Human Resources Coordinator (May 2010 – Oct 2011)

- Scheduled candidates and conducted first round interviews via telephonic conversation for candidates across 30 roles.
- Investigated associate complaints and charges generated through the company's open door policy, reducing corrective actions and turnover both by 50% each.
- Mentored 15+ new recruits providing onboarding orientation seminars and conducted group and individual training sessions.

Human Resources Assistant (May 2008 – May 2010)

- Screened and recruited over 100 qualified potential candidates, assisting in hiring over 40+ employees over a period of two years.
- Updated 100+ employee records and job assignments on a regular basis.

EDUCATION

Resume Worded University, San Francisco, CA

May 2010

Bachelor of Science in Human Resource Management.

SKILLS

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| • ADP Workforce Now | • MS Office Suite | • Human Resources |
| • PurelyHR | • iCIMS Talent Acquisition | Management Software |
| • Oracle Taleo | | HRMS |