

Tobias Flenderson

Human Resources Generalist

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Personable, CEBS-certified human resources associate with 3+ years experience at large retail outlet with over 300 staff members. Implemented new training materials which decreased onboarding time by 17% and was instrumental in increasing employee retention rate by 22%

Experience

2016-06 - 2018-12 **HR Generalist**

Big Blue Box Store

Key Responsibilities

- Initiated diversity training and cross-cultural communication to create a more comfortable work environment.
- Arbitrated grievance proceedings and succession planning.
- Conceptualized compensation surveys and new wage administration.

Key Achievements

- Implemented new training materials which decreased onboarding time by 17%.
- Instrumental in increasing employee retention rate by 22%.

Education

BA in Business Administration, City University of New York, New York, NY

Relevant Coursework: Conducting Workplace Investigations, Compensation and Benefits, Ethical Considerations, Global & Cultural Effectiveness, Business Acumen, Communications.

Skills

College recruitment	
Salary administration	
Contract negotiations	
Communication skills	
Discretion	
Job task analysis	

Certificates

SHRM-SCP (SHRM Senior Certified Professional)

HRCI aPHR (Associate Professional in Human Resources)