



MICHELLE

HUMAN RESOURCES MANAGER

ABOUT ME

I am a Human Resources Manager. I am interested in working for a stable company that will encourage my growth and development to be the most efficient and effective employee I can possibly be.

CONTACTS

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- michellejones@email.com
- 162 Glory Road, Nashville Tennessee

PROFESSIONAL

- ✓ Staffing and Recruiting
- ✓ Performance Management
- ✓ Strategies
- ✓ Interviewing expertise
- ✓ Benefits Administrator
- ✓ Employment Law Knowledge
- ✓ Employee Relations
- ✓ Manager Coaching and
- ✓ Payroll Expertise
- ✓ Employee Handbook
- ✓ National Human Resource

HOBBIES



EDUCATION

- ✓ **MASTER OF ARTS**
2011-
TEXAS A&M
400 Bizzell St,
College Station,
Texas
- ✓ **BACHELOR OF ARTS**
2007-
BLACK HILL STATE
Spearfish,
South Dakota

WORK

- ✓ **HR MANAGER**
2016-
BIG BANG COMPANY
Advise managers on organizational policy matters and recommend needed
- ✓ **HR MANAGER**
2015-
GANGZU TECHNOLOGIES
Maintains organization staff by establishing a recruiting, testing, and
- ✓ **SENIOR HR EXECUTIVE**
2014-
EVERRED LTD.
Organize, maintain and update employee HRIS information as needed.
- ✓ **HR**
2013-
EVERGREEN LTD.
Direct all hiring and training procedures for new employees. Coordinate and direct work activities for managers and

REFERENCE

- ✓ **ROD**
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- ✓ **MELISSA HEART**
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