

**FIRST LAST**  
**Human Resources Generalist**

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**PROFESSIONAL EXPERIENCE**

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**RESUME WORDED** **San Francisco, CA and New York, NY**  
**2017-Present**

**Human Resources Generalist**

- Managed \$2 million payroll, identified and rectified travel claim discrepancies resulting in over \$250,000 in cost savings.
- Brought the majority of formerly outsourced recruiting functions in-house, reducing billable hours from 200+ to less than 25 per month, saving over \$10,000 every month.
- Developed creative and cost-effective incentive and morale-boosting programs (such as tiered awards structure), increased employee retention rate by over 90%.

**GROWTHSI** **New York, NY**

**Human Resources Generalist** **2014-2017**

- Managed new employee orientations, benefits, payroll, retirements, terminations and promotions for over more than 100 employees.
- Structured and implemented programs in the areas of training, new employee orientation and incentives, lowering the training time from 2 months to 6 weeks and reducing employee turnover rate by 20%.
- Supported management with handling and resolving human resources issues, decreasing the employee complaints by 70%.

**GROWTHSI** **New York, NY**

**Human Resources Assistant** **2012-2014**

- Short listed over 35 qualified applicants for 6 open positions and referred to employing officials.
- Recorded employee data, including address, pay rate, benefits, absences and termination, for over 90+ employees.

**EDUCATION**

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**GROWTHSI BUSINESS SCHOOL** **San Francisco, CA**  
**Professional in Human Resources (PHR)** **2013-2014**

**RESUME WORDED UNIVERSITY** **New York, NY**  
**Bachelor of Arts, Human Resources Development** **2008-2012**

**ADDITIONAL INFORMATION**

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- Techniques: Resource Planning, Employee screening, Group benefits including COBRA, 401k.
- Technical Skills / Software: ADP Workforce, Workday, Kronos Workforce HR, Oracle.
- Certifications: Human Resources Bootcamp (2016), Passed Resume Worded examinations.