

Human Resources Resume

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Summary

Personable and dedicated Human Resources Generalist with 8+ years of experience in benefits management and administration, as well as staff recruitment and development. At Meadow Labs Inc, increased employee satisfaction rate by 35% and reduced recruitment and benefit costs by 15%. Able to decrease the gap between labor force and upper management to produce a cohesive and productive work environment. Possess a BA in Human Resources Management and a Professional in Human Resources certification.

Professional Experience

HR Generalist

September 2016 – Present

Meadow Labs Inc., New York, NY

- Manage all HR-related tasks for a 200+ employee medical firm, including payroll processing, employee benefits program, documentation, interviewing, training, and on-boarding new recruits
- Coordinate with IT department to update and automate several onboarding tasks, streamlining new-hire processes and increasing new employee satisfaction rate by 35% and reducing recruitment costs by 15%
- Cut benefits costs by 15% through negotiating for improved contracts with leading healthcare providers, ensuring benefits were not allocated to non-eligible employees
- Shadow and help conduct employee interviews across 20+ positions, develop user friendly applications forms and questionnaires, and construct more accurate picture of duties and responsibilities for online job descriptions
- Develop and implement new targeted hiring policies and outreach recruitment programs, diversifying workplace environment by 20%

Human Resource Specialist

July 2013 – August 2016

Trenton Youth Hospital, Boston, MA

- Scheduled interviews for candidates across 25+ roles. Helped onboard avg. of 5 new employees each week
- Conducted seminars updating hospital employees on health benefit options
- Invited 20+ motivational speakers and industry experts to give speeches to employees on building workplace confidence and morale
- Cooperated with local law enforcement to conduct background checks on prospective candidates
- Assisted new employees with on-boarding training, ensuring all application forms were filed correctly, and that employees understood company health benefits package

Education

NYU, New York, NY

June 2013

Bachelor of Arts in Human Resource Management Science

- 3.8 GPA
- Honors Thesis: Effect of Perceived Organizational Justice Among Gen X & Gen Y
- Captain of varsity baseball and rugby team

Skills & Certifications

- Professional in Human Resources (PHR) Certificate
- Typing skills (WPM 90)
- Proficient with Human Resource Management Systems (Workday, Kronos)
- Skilled with Microsoft Office Suite (Word, Excel, PowerPoint)
- Recruitment and selection
- Training and onboarding
- Benefits management and administration