

DWIGHT SCHRUTE

+1 (987) 654 321 1234

dwright@hiration.com

Sacramento, US

HR Generalist

5+ years experience and result oriented HR generalist skilled in a variety of HR functions including talent acquisition, talent retention, employee onboarding, training and payroll administration. Have worked as an HR generalist across startups as well as large scale organizations. Proficient in conducting end to end recruitments from job definition to candidate sourcing to interviews. Strong in driving employee training activities. Also adept in organizing multiple activities and creating a great office culture to ensure the retention of talent. Looking forward to apply the gained skill set to an interesting and challenging role.

KEY SKILLS

- Talent Acquisition • Recruitment Cycle • Retention • Onboarding • HR Policies & Procedures
- Internal Communication • Employee Training

PROFESSIONAL EXPERIENCE

Extreme Fitness LLC

HR Generalist

Milwaukee, US | Jul 14 - Present

Extreme Fitness is the leading operator of gyms and health centres in major cities in North America.

- Hired as an HR Generalist to replace the recruitment specialist in the firm

Talent Acquisition

- Conducting end to end recruitment for 5+ departments in the firm
- Hired a total of 150+ employees in the past 3 years
- Responsible for creating job descriptions, sourcing candidates, interview scheduling, rolling out offers etc.
- Sourcing clients from different portals such as LinkedIn, Indeed etc.

Employee Retention

- Organizing multiple activities such as in house parties, regular outings, team dinners etc. to engage employees
- Fostering a culture of openness and support to increase trust amongst employees

Employee Onboarding

- Successfully on boarded 200+ employees into the company
- Organizing employee initiation weeks to welcome them to the firm and educate them about the policies

Payroll

- Ensuring that the salaries of 500+ employees are distributed on time
- Coordinating with the accounts department for salary calculation

HR Reporting

- Creating 10 HR reports per quarter on the various initiatives conducted by the department

Global Music Inc

HR Associate

Los Angeles, US | Jul 12 - Jun 14

Global Music is one of the top 5 entertainment houses of the country with 100+ artists

- Assisted with end to end recruitment of 20+ openings in the firm
- Coordinated with department managers, scheduled interviews and communicated offers to candidates
- Worked with the HR head to formulate a new hiring policy
- Conducted multiple exit interviews for outboard employees

EDUCATION