

# CARLA JENSEN

Human Resources Consultant | Recruitment | Training  
| Retention

@ help@enhancv.com  linkedin.com  Fort Worth, Texas

## SUMMARY

HR consultant with 10 years of experience delivering advisory and administrative services, focusing on hiring, compensating, and retaining workforce. Leveraged employee best practices and legal guidelines to bolster workforce productivity by 30%.

## EXPERIENCE

**Senior HR Specialist** 2016 - 2020

**Lockheed Martin** Fort Worth, Texas

Managed strategic HR processes and advised on policies

- Oversaw the recruitment of over 100 employees within a year, enhancing team efficiency by 35%
- Implemented a new compensation structure, reducing disparity by 20% and enhancing employee satisfaction
- Coordinated training programs for 300+ employees, enhancing their professional development
- Reduced staff turnover by 15% through the introduction of retention strategies

**Human Resources Generalist** 2012 - 2016

**Bell Helicopter** Fort Worth, Texas

Handled broad range of HR duties

- Coordinated recruitment of 80+ employees per year, improving hiring processes and time
- Managed compensation database for 200+ employees, ensuring accurate and timely payouts
- Delivered training modules covering crucial HR topics, aiding employee development
- Implemented retention strategies, resulting in 10% decrease in staff turnover

**HR Assistant** 2010 - 2012

**American Airlines** Fort Worth, Texas

Provided administrative support to HR department

- Supported recruitment of 40+ new hires annually, streamlining the process & reducing hiring time
- Assisted in compensation calculations, ensuring payroll accuracy and punctuality
- Conducted training sessions for employees, enabling skill development
- Researched on employee retention strategies, contributing in reducing staff attrition rate by 8%

## EDUCATION

**Master's in Human Resources Management** 2008 - 2010

**The University of Texas at Arlington** Arlington, Texas

## STRENGTHS

### Analytical

Leveraged data to revamp the compensation structure, effectively reducing pay disparity by 20%.

### Strategic Planner

Designed and implemented retention strategies that reduced staff turnover by 15%.

### Team Leader

Directed a team of HR associates, collaborating on recruitment and training of over 100 employees within a year.

## SKILLS

HR Policies · Employee Training ·  
Recruitment ·  
Compensation & Benefits ·  
Retention Strategies

## CERTIFICATION

### PHR Certification Course

HR Certification Institute, enhancing my expertise in implementing HR policies

### Compensation

### Management Certification

WorldatWork, specialized in devising compensation plans

## PASSIONS

### Workforce Development

I thrive on developing human resources to meet the evolving needs of businesses.