

## Jonathan Burns

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### HUMAN RESOURCES / RECRUITMENT OFFICER

[See Career One's advice articles, videos and resume building tool here](#)

- ♦ **Certified Professional in Human Resources (PHR)** with additional state certification in NSW (PHR-CA) offering a 14-year HR career distinguished by commended performance and proven results.
  - ♦ **Extensive background in HR generalist affairs**, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance.
  - ♦ **Demonstrated success in negotiating win-win compromises**, developing teambuilding programs, and writing personnel manuals, corporate policies, job descriptions and management reports.
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### HR SKILLS

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|----------------------------|--|-----------------------------|
| ♦ HR Department Startup    | ♦ Staff Recruitment & Retention        | ♦ Orientation & On-Boarding |
| ♦ Employment Law           | ♦ Employee Relations                   | ♦ HRIS Technologies         |
| ♦ Mediation & Advocacy     | ♦ Alternative Dispute Resolution (ADR) | ♦ Training & Development    |
| ♦ HR Policies & Procedures | ♦ Benefits Administration              | ♦ Performance Management    |
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### PROFESSIONAL EXPERIENCE

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#### **ABC COMPANY — Example City, Country**

*Provides voice and data communications systems for small and mid-sized companies.*

#### **HR Officer, 2002 to Present**

Recruited to help open new company branch in Los Angeles, guiding the startup and management of a full spectrum of HR operations, systems and programs.