

Jonathan Burns

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HUMAN RESOURCES / RECRUITMENT OFFICER

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- ♦ **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.

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

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.