

# 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

Meadow Labs Inc., New York, NY

September 2016 – Present

- 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

Trenton Youth Hospital, Boston, MA

July 2013 – August 2016

- 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