



## MY LIFE PHILOSOPHY

HR is not just about policies and procedures; it's about truly understanding and supporting the people behind the organization's success.

## STRENGTHS

### ★ Leadership

Led a team of 10 HR professionals, resulting in a 20% increase in employee satisfaction.

### ✓ Problem Solving

Successfully resolved complex employee relations issues, resulting in a 30% reduction in employee grievances.

### ⌚ Strategic Thinking

Developed and implemented HR strategies aligned with company objectives, resulting in a 15% increase in employee productivity.

## SKILLS

HR Operations · Employee Relations · Recruitment · Performance Management · Training and Development · HR Software Systems · Compliance · Data Management · Problem Solving · Leadership · Strategic Thinking · Conflict Resolution

# JASMINE BELL

## HR Operations Manager

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📍 Hyattcester, Tokelau

## SUMMARY

Experienced HR Operations Manager with a strong track record of strategically leading and performing day-to-day HR operations. Highly skilled in employee relations, recruitment, performance management, and training. Demonstrated leadership in driving HR initiatives and resolving complex issues. Committed to fostering a positive work environment and ensuring compliance with labor laws. Completed a Bachelor of Business Administration from the University of California and holds a SHRM-CP certification. Passionate about improving organizational effectiveness and supporting employee success. Achievements include developing successful diversity and inclusion programs, reducing employee turnover, and implementing HR software systems to streamline processes. Seeking an opportunity to contribute to Pendulum's mission of improving physical and mental health through innovative products.

## EXPERIENCE

### HR Operations Manager

2022 - Ongoing

Pendulum

San Francisco, CA

Led and performed the day-to-day HR operations of a fast-growing organization, managing a team of HR professionals.

- Implemented HR policies and procedures, resulting in increased compliance with labor laws.
- Managed employee onboarding and offboarding processes, ensuring a seamless transition for new hires and departures.
- Developed and conducted HR training programs, resulting in improved employee knowledge and performance.
- Collaborated with cross-functional teams to develop and implement HR software system, resulting in streamlined processes and increased data accuracy.

### Senior HR Generalist

2017 - 2022

BioHealth

Los Angeles, CA

Supported the HR department in various HR functions, including employee relations, recruitment, and performance management.

- Successfully resolved employee relations issues and conflicts, resulting in improved employee morale.
- Managed full-cycle recruitment process for multiple departments, resulting in the hiring of top talent.
- Developed and implemented performance management programs, resulting in increased employee performance and goal attainment.