

# Brenna Dziuban

## HR Manager

Results-oriented HR Manager with 5 years of experience in driving strategic human resources initiatives, optimizing talent acquisition, and enhancing employee engagement. Proven track record in developing and implementing effective HR policies, managing employee relations, and ensuring compliance with industry regulations. Strong communication and interpersonal skills with a passion for fostering a positive workplace culture and promoting organizational growth.

[brenna.dziuban@gmail.com](mailto:brenna.dziuban@gmail.com)   
(423) 417-8745   
1234 Main Street, Kansas City,   
MO 64108

### Education

Master of Business  
Administration in Human  
Resources Management at  
University of Missouri,  
Columbia, MO

Aug 2013 - May 2018

Relevant Coursework:  
Organizational Behavior,  
Strategic HR Management,  
Talent Acquisition and  
Retention, Employee  
Engagement, Performance  
Management, Compensation  
and Benefits, HR Analytics,  
Employment Law, and Change  
Management.

### Links

[linkedin.com/in/brennadziuban](https://www.linkedin.com/in/brennadziuban)

### Skills

Workday proficiency

Taleo expertise

ADP mastery

BambooHR knowledge

SuccessFactors competency

UltiPro familiarity

PeopleSoft adeptness

## Employment History

### HR Manager at Cerner Corporation, MO

May 2023 - Present

- Implemented a new recruitment strategy that resulted in a 25% reduction in time-to-fill for open positions, enabling Cerner Corporation to onboard top talent more efficiently.
- Successfully managed the transition of over 500 employees during a major company merger, ensuring smooth integration and maintaining a 90% retention rate among the affected workforce.
- Developed and executed a comprehensive employee engagement program that led to a 15% increase in overall employee satisfaction scores and a 10% reduction in turnover rates within the first year.
- Streamlined the onboarding process for new hires, reducing the average time spent on administrative tasks by 30% and achieving a 95% completion rate for mandatory training within the first month of employment.

### Assistant HR Manager at Edward Jones, MO

Aug 2018 - Apr 2023

- Successfully implemented a new recruitment strategy that increased employee retention rate by 20% within the first year, resulting in reduced turnover costs and improved productivity.
- Streamlined onboarding processes, reducing the average time taken for new hires to become fully productive by 30%, which enabled quicker integration of new employees into the company culture and workflow.
- Conducted comprehensive training needs analysis for over 500 employees, leading to the development and delivery of targeted training programs that improved overall workforce competency by 15%.
- Led the successful negotiation and resolution of 10+ employee relations cases, maintaining a 100% success rate in avoiding litigation and ensuring positive outcomes for both the company and employees involved.

## Certificates

### Society for Human Resource Management Certified Professional (SHRM-CP)

Jun 2022

### HR Certification Institute's Senior Professional in Human Resources (SPHR)

Feb 2021