



# ISABELLE TODD

## Human Resources

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📍 Mesa, Chile

## MY LIFE PHILOSOPHY

Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful.

## STRENGTHS

### ♥ Excellent Communication

Effectively communicate with individuals from diverse backgrounds, resulting in improved team collaboration and employee satisfaction.

### 🏆 Strategic Problem Solver

Identify root causes of complex issues and develop innovative solutions, resulting in improved efficiency and cost savings.

### 🧠 Adaptable Multitasker

Successfully manage multiple projects and priorities, while maintaining high attention to detail and meeting deadlines.

## SUMMARY

Enthusiastic Human Resources professional with over 4 years of experience managing full-cycle recruitment, employee relations, and performance management processes. Proven success in implementing employee engagement initiatives and developing innovative solutions to complex HR issues. Excellent communication and problem-solving skills. Bachelor of Arts in Human Resources from the University of Rochester. Proficient in HRIS systems and MS Office Suite. PHR certified. Passionate about creating a positive and inclusive work environment where employees can thrive. Proud achievements include implementing an employee recognition program resulting in decreased turnover and streamlining HR processes for increased efficiency and cost savings.

## EXPERIENCE

### Human Resources Coordinator

2022 - Ongoing

#### Heritage Christian Services

Rochester, NY

Managed full-cycle recruitment process, including sourcing, screening, and interviewing candidates resulting in a 20% decrease in time-to-fill positions. Developed and implemented onboarding program that increased new hire retention by 15%. Collaborated with hiring managers to create job descriptions and conduct job analysis.

- Implemented employee engagement initiatives resulting in a 10% increase in overall employee satisfaction.
- Developed and conducted HR training programs for managers, resulting in a 15% decrease in employee relations issues.
- Managed HRIS system, ensuring accurate and up-to-date employee records.
- Supported the development and execution of performance management processes, resulting in a 20% increase in employee productivity.

### Human Resources Intern

2017 - 2022

#### Paychex

Rochester, NY

Assisted with recruitment efforts, including sourcing, screening, and interviewing candidates. Conducted new hire orientation and processed paperwork. Supported HR team with various administrative tasks.

- Assisted in implementing an automated recruitment tracking system, resulting in a 30% reduction in time spent on administrative tasks.
- Maintained and updated HR database, ensuring accuracy of employee information.
- Assisted in creating and updating employee handbook, ensuring compliance with current labor laws.