HR GENERALIST RESUME

123 Your Address
City, State, Zip Code
(xxx)-xxx-xxxx
your.email@gmail.com

HR Generalist with 10+ years of experience managing and coordinating human resource functions while facilitating the planning and execution of policies and procedures. Skilled in all aspects of human resource management, including talent recruitment, training and development, payroll administration, employee relations, and conflict resolution.

PROFESSIONAL EXPERIENCE

ODYSSEY SYSTEMS CONSULTING GROUP   **Wakefield, MA**
Human Resources Generalist   *September 2015 – Present*

- Implement system and process improvements, working in close collaboration with the Director of Human Resources and CEO
- Administer all staffing initiatives and employee relations such as identifying understaffing, handling conflicts, and coordinating staff termination decisions
- Created a structured participant, co-leader, leader, and champion training program, decreasing the project team cycle by 50%
- Managed and executed a labor optimization project, boosting employee productivity and cutting overtime by 15%

FIRST WESTERN FINANCIAL   **Denver, CO**
Human Resources Generalist   *June 2011 – August 2015*

- Managed 360° recruiting for 30+ open requisitions and 80+ properties across multiple states and municipalities
- Delivered effective support to hiring managers with full-cycle recruitment, salary negotiations, and employee retention, with a retention rate of over 90%
- Focused on succession planning and re-engagement of employees which reduced turnover by 20% over 4 years
- Implemented effective transformational business techniques which slashed employee turnover by 25% and saved over $1.5M annually
- Introduced HR metrics and client scorecards to monitor progress, achieving 21% improvement in employee engagement

EDUCATION

MCKENDREE UNIVERSITY   **Lebanon, IL**
Bachelor of Business Administration in Human Resources Management, May 2011
- Honors: *cum laude* (GPA: 3.8/4.0)

ADDITIONAL SKILLS

- Expert in Microsoft Office (Word, Excel, and PowerPoint), Outlook, MS Access, HRMS/HCM, UKG Pro, BambooHR, ADP Workforce Now, and Oracle PeopleSoft HCM
- Bilingual in Spanish and English