



# MONICA JORDAN

## HR

### Contact Info

Phone:  
125-456-7890

Address:  
123 Anywhere  
Street, Any City,  
State, Country

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### Skills

- Employee relations
- Customer service
- Project management
- Conflict Management
- Hiring & Recruiting
- Strategic Planning
- Change Management
- HRIS

Highly effective and motivated Human Resources manager with 6+ years of experience in providing HR data processing support to the Human Resources Department. At the previous job raised employee effectiveness by 11%, and training participation by 20%.

### PROFESSIONAL EXPERIENCE

#### HR

SULLIVAN COTTER | MAY 2020 - 2022

- Managed accounts on all recruiting platforms
- Established, tracked, and maintained relationships with third party recruiting agencies
- Worked with senior management to identify strategy improvements, problem solve, and make recommendations for optimization
- Managed new hire process by drafting offer letters, connecting with references, and reviewing all background check reports
- Managed the exit interview process for mid-level employees

#### HR INTERN

HOLVEST STRATEGIES | MAY 2015 - MARCH 2020

- Supported the coordination of bringing a new employee onboard
- Scheduled orientation meetings
- Supported the delivery of Learning Lab sessions through meeting prep (documents, invites, technology, etc.)
- Assisted with implementation of HR policies and guidelines
- Handled and documented all employee status changes

### EDUCATIONAL HISTORY

#### COMMASBELL UNIVERSITY

MS PSYCHOLOGY, CLASS OF 2008

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