

# **Jonathan Burns**

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## **HUMAN RESOURCES / RECRUITMENT OFFICER**

See Career One's advice articles, videos and resume building tool here

- ◆ **Certified Professional in Human Resources (PHR)** with additional state certification in NSW (PHR-CA) offering a 14-year HR career distinguished by commended performance and proven results.
- ◆ **Extensive background in HR generalist affairs**, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance.
- ◆ **Demonstrated success in negotiating win-win compromises**, developing teambuilding programs, and writing personnel manuals, corporate policies, job descriptions and management reports.

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## **HR SKILLS**

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- ◆ HR Department Startup
- ◆ Employment Law
- ◆ Mediation & Advocacy
- ◆ HR Policies & Procedures
- ◆ Staff Recruitment & Retention
- ◆ Employee Relations
- ◆ Alternative Dispute Resolution (ADR)
- ◆ Benefits Administration
- ◆ Orientation & On-Boarding
- ◆ HRIS Technologies
- ◆ Training & Development
- ◆ Performance Management

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## **PROFESSIONAL EXPERIENCE**

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### **ABC COMPANY — Example City, Country**

*Provides voice and data communications systems for small and mid-sized companies.*

#### **HR Officer, 2002 to Present**

Recruited to help open new company branch in Los Angeles, guiding the startup and management of a full spectrum of HR operations, systems and programs.