

# Tobias Flenderson

Human Resources Generalist

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Personable, CEBS-certified human resources associate with 3+ years experience at large retail outlet with over 300 staff members. Implemented new training materials which decreased onboarding time by 17% and was instrumental in increasing employee retention rate by 22%



## Experience

2016-06 - 2018-12      **HR Generalist**

*Big Blue Box Store*

**Key Responsibilities**

- Initiated diversity training and cross-cultural communication to create a more comfortable work environment.
- Arbitrated grievance proceedings and succession planning.
- Conceptualized compensation surveys and new wage administration.

**Key Achievements**

- Implemented new training materials which decreased onboarding time by 17%.
- Instrumental in increasing employee retention rate by 22%.



## Education

**BA in Business Administration, City University of New York, New York, NY**

**Relevant Coursework:** Conducting Workplace Investigations, Compensation and Benefits, Ethical Considerations, Global & Cultural Effectiveness, Business Acumen, Communications.



## Skills

College recruitment	■■■■■
Salary administration	■■■■■
Contract negotiations	■■■■■
Communication skills	■■■■■
Discretion	■■■■■
Job task analysis	■■■■■



## Certificates

- SHRM-SCP (SHRM Senior Certified Professional)
- HRCI aPHR (Associate Professional in Human Resources)