

Levi Andrew

PHR Certified HR Executive

Experienced HR executive with proven expertise in personal development, policy, and procedure, recruiting, managerial support, and best employee relations. Awarded as the Best Executive in 2016 for the high standard of operations.

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Professional Experience

Senior HR Executive

Hobaxes, California

Dec 2017 - Present

- Increased productivity of the employee working by 20% by creating combinational assimilation.
- Developed and managed employee relationships with all 10 departments through clear communication.
- Organized 20+ motivational programmers for the employees within 2 years.

Junior HR Executive

Fextilianz, Florida

Jan 2014 - Nov 2017

- Provided HR solutions and supports for all 10 departments of the company.
- Won 'The best executive in 2016 Award' for the high quality of operations.
- Upgraded and maintained the employee satisfaction to an average of 99%.

Trainee HR Executive

Mexmonix, Montana

Dec 2011 - Nov 2013

- Conducted the recruitment process with other 3 HR executives.
- Created 10+ job descriptions for upcoming vacancies.
- Decrease the compensation cost of the employees by 35%.

Education Qualifications

Bachelor's Degree, Human Resource Management

University Of California, Berkeley

Sep 2008 - Sep 2011

- Coursework: Project Management, Management, Organisation, Leadership, Corporate Communication, Risk Management, Ethics, and Social Responsibility
- GPA : 3.25

Skills

- Communication
- Critical Thinking
- Multi-tasking
- Flexibility
- Management
- Interviewing
- Recruitment
- Microsoft Office
- Applicant tracking software
- Human Resource Information System

Languages

- English - Native Speaker
- French - Working Knowledge
- German - B2