



# MICHELLE

## HUMAN RESOURCES MANAGER

### ABOUT ME

I am a Human Resources Manager. I am interested in working for a stable company that will encourage my growth and development to be the most efficient and effective employee I can possibly be.

### CONTACTS

- +56-1234-67005
- michellejones@email.com
- 162 Glory Road, Nashville Tennessee

### PROFESSIONAL

- Staffing and Recruiting
- Performance Management
- Strategies
- Interviewing expertise
- Benefits Administrator
- Employment Law Knowledge
- Employee Relations
- Manager Coaching and
- Payroll Expertise
- Employee Handbook
- National Human Resource

### HOBBIES

### EDUCATION

- MASTER OF ARTS**  
2011-  
**TEXAS A&M**  
400 Bizzell St,  
College Station,  
Texas
- BACHELOR OF ARTS**  
2007-  
**BLACK HILL STATE**  
Spearfish,  
South Dakota

### WORK

- HR MANAGER**  
2016-  
**BIG BANG COMPANY**  
Advise managers on organizational policy matters and recommend needed
- HR MANAGER**  
2015-  
**GANGZU TECHNOLOGIES**  
Maintains organization staff by establishing a recruiting, testing, and
- SENIOR HR EXECUTIVE**  
2014-  
**EVERRED LTD.**  
Organize, maintain and update employee HRIS information as needed.
- HR**  
2013-  
**EVERGREEN LTD.**  
Direct all hiring and training procedures for new employees. Coordinate and direct work activities for managers and

### REFERENCE

- ROD**  
Chairman  
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- MELISSA HEART**  
President  
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