

# ENTRY LEVEL HR RESUME

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## CAREER OBJECTIVE

Enthusiastic professional eager to grow experience in HR operations. Adept at evaluating employee performance and collaborating with professionals to provide the best HR service. Proven knowledge of how to streamline business processes, enhance productivity, and implement technology solutions. Well-versed in understanding core administrative needs and balancing conflicting demands while achieving KPIs. Ready to collaborate with TIP Inc. members to drive employee engagement and retention.

## PROFESSIONAL EXPERIENCE

### **Human Resource Associate**

New Orleans Marriott Hotel, New Orleans, LA | May 2022–Present

- Contribute to developing process improvements to eliminate weak points and bottlenecks within business operations, increasing efficiency by 25%
- Cultivate interpersonal relationships to drive employee recognition and augment organization's effectiveness
- Address complex employee relations issues by understanding nature of conflicts and identifying solutions, improving turnover by 30%
- Provide employees with concise and accurate company information

### **Human Resource Intern**

Transitioning, Inc, New Orleans LA | Sep 2021–Apr 2022

- Supported supervisors in managing benefits administration, driving performance management, conducting employee surveys, and implementing strategic planning
- Managed documents and prepared 3 detailed reports monthly to assure data-driven decision-making
- Assisted in tackling extensive employee relations issues by promoting work-life balance and making employees feel valued
- Modified company HR policy manual to ensure alignment with current best practices and compliance standards

## CONTACT

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## EDUCATION

**University of New Mexico,  
Albuquerque, NM | Sep 2021**

*Bachelor of Arts in Human  
Resources*

*Honors: cum laude (GPA: 3.6/4.0)*

## RELEVANT SKILLS

Employee relations management

Collaboration

Performance evaluation

HR support

People management

Conflict resolution

Data analysis & review

PeopleSoft

MS Office Suite