

# Jonathan Burns

1414 Marcy Drive ♦ Sometown, CA 90000 ♦ (714) 555-5555 ♦

jonathanburns@somedomain.com

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## HUMAN RESOURCES GENERALIST

- ♦ **Certified Professional in Human Resources (PHR)** with additional state certification in California (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    | ♦ Staff Recruitment & Retention        | ♦ Orientation & On-Boarding  |
| ♦ Employment Law           |  |                              |
| ♦ FMLA/ADA/EEO/WC          | ♦ Employee Relations                   | ♦ HRIS Technologies          |
| ♦ Mediation & Advocacy     | ♦ Alternative Dispute Resolution (ADR) | ♦ Training & Development     |
| ♦ HR Policies & Procedures | ♦ Benefits Administration              | ♦ Performance Management     |
|                            | ♦ HR Program/Project Management        | ♦ Organizational Development |