

# Human Resources Resume Sample

Address Line 1 Address Line 2, City, State Zip \* (212) 256-1414 \* jane.smith@gmail.com

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## CAREER OBJECTIVE

Human Resources Generalist with 6+ years of experience assisting with and fulfilling organization staffing needs and requirements. Aiming to use my dynamic communication and organization skills to achieve your HR initiatives. Possess a BA in Human Resources Management and a Professional in Human Resources certification.

## PROFESSIONAL EXPERIENCE

### MEADOW LABORATORIES, Chicago, IL

*HR Generalist, Sept 2010 – present*

- Implement effective HR policies to ensure all practices are in compliance with labor and employment regulations.
- Increased employee retention above 90% by rigorously maintaining a positive work environment.
- Develop targeted outreach recruitment programs to recruit more minorities and meet affirmative action requirements.
- Created a website with an embedded database and FTP functionality to enable online recruitment for the organization and reducing recruitment costs by 10%.
- Develop user friendly application forms and questionnaires to be used by the organization during staff recruitment and interviewing.
- Arbitrate labor disputes in collaboration with the legal department.

### TRENTON CHILDREN'S HOSPITAL, Boston, MA

*Human Resources Intern, Sept 2008 – Aug 2010*

- Advised prospective employees on various tips and tricks that would assist them in gaining employment in the organization.
- Conducted several seminars for hospital employees to update them on employee benefit options.
- Invited 10+ motivational speakers and industry experts to give lectures and speeches to employees on new industry standards and how to build confidence and morale in the workplace.
- Updated 100+ employee records and job assignments daily.
- Relayed important messages from management to hospital employees quickly via word of mouth, memos and bulletin notices.

## EDUCATION

### MIAMI UNIVERSITY, Miami, FL

*Bachelor of Art in Human Resources Management, June 2008*

- Graduated Summa Cum Laude.
- Captain of varsity baseball and rugby teams.