

Laura Smith | HR Generalist

HR Generalist with 4+ years of experience in employee recruitment and training. Improved managerial performance by 18% in the two quarters. Certified PHR (HRCI) seeking to invigorate the corporate culture in senior roles at XYZ Corp.

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WORK EXPERIENCE

May 2018 - Present

HR Generalist | ABC Int.

- Improved managerial performance by 18% by implementing a system of benchmarking, collecting, and analyzing employee-feedback. Successfully raised employee engagement for the launch of a new office in Chicago through better managerial workshops, yielding 100% employee attention.
- Trained five managers for more effective management skills, including strategic planning, recruiting, and communication.

Feb 2015 - Apr 2018

Payroll Administration | DEF Ltd.

- Handled all aspects of the payroll system for a 200-employee company with a 12% improved payroll system efficiency.
- Coached 2 HR employees regarding employee relations.
- Cut the company's hiring cost by 37% with an increased retention rate of 20%.

EDUCATION

University of London

2011 - 2015

Bachelor's Degree in Business Management (with a Human Resources focus)

SKILLS

Soft Skills



Project management



Contract & Deal negotiation



Interpersonal skills



Leadership

Hard Skills



Salesforce CRM



Certified PHR



Google Analytics



Language proficiency in French, English, and Korean