

Jonathan Burns

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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.

HR SKILLS

- ◆ HR Department Startup
- ◆ Employment Law
- ◆ FMLA/ADA/EEO/WC
- ◆ Mediation & Advocacy
- ◆ HR Policies & Procedures
- ◆ Staff Recruitment & Retention
- ◆ Employee Relations
- ◆ Alternative Dispute Resolution (ADR)
- ◆ Benefits Administration
- ◆ HR Program/Project Management
- ◆ Orientation & On-Boarding
- ◆ HRIS Technologies
- ◆ Training & Development
- ◆ Performance Management
- ◆ Organizational Development

PROFESSIONAL EXPERIENCE

ABC COMPANY — Los Angeles, CA

Provides voice and data communications systems for small and mid-sized companies.

HR Generalist, 2002 to Present

Recruited to help open new company branch in Los Angeles, guiding the startup and management of a full spectrum of HR operations, systems and programs. Worked with senior management to create HR policies and procedures; recruit employees; create