

Caroline Johnson

Human Resources
Specialist

Personal Info

Email
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Phone
123-456-7890

Skills

Personnel Recruitment and Retention
Employee Relations Management
Wellness Program Development
HR Records and Database Management
Conflict Resolution
Excellent Communication Skills
Empathy and Sensitivity
Analytical Thinking

Languages

English ★★★★★
Spanish ★★★★☆

Hobby/Interest

- Hiking and outdoor activities, demonstrating leadership and team-building skills.
- Reading about organizational psychology, indicating an ongoing interest in human behavior and team dynamics.

Detail-oriented Human Resources Specialist with 5+ years of experience. Eager to support Nexus Optix Co. in building a highly efficient team of professionals by leveraging my skills in personnel recruitment and retention. Successfully implemented a company-wide wellness program at Nova Matrix Inc., resulting in a 20% decrease in employee absenteeism.

Work History

2015-06 - 2020-12	Senior Human Resources Specialist Nova Matrix Inc., Las Cruces, NM
Key Qualifications & Responsibilities	
<ul style="list-style-type: none">Oversaw recruitment process, successfully filling 100+ positions within the company.Managed and resolved employee relations issues.Designed an overhauled onboarding process.Developed and coordinated a company-wide wellness program.	
Key Achievement	
<ul style="list-style-type: none">Implemented a wellness program leading to a 20% decrease in employee absenteeism.	
2012-07 - 2015-05	Human Resources Assistant Velocity Matrix Co., Las Cruces, NM
Key Qualifications & Responsibilities	
<ul style="list-style-type: none">Assisted with recruitment efforts, including job postings and interviews.Maintained human resources records and databases.Facilitated employee onboarding process.	
Key Achievement	
<ul style="list-style-type: none">Decreased administrative time by 30% with a streamlined HR database management.	

Education

2008-08 - 2012-06	Human Resources Management, Bachelor of Business Administration New Mexico State University, Las Cruces, NM
Relevant extracurricular activities	

- Active member of the university's HR club.
- Volunteered for local job fairs.

Membership

2016-03	<i>Member of the Society for Human Resources Management</i>
<ul style="list-style-type: none">Delivered a lecture on Establishing Team Cohesion during the 2018 Women in Business Conference, San Diego.Served as team leader for an HR project which won first prize in the university competition.	

Certificates

2020-10	Certified Human Resources Professional (CHRP) Society for Human Resources Management
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