

Zareena Hah

Human Resources Officer

Results-driven Human Resources Officer with 2 years of experience in effectively managing HR operations, implementing strategic initiatives, and fostering positive employee relations. Demonstrated success in talent acquisition, performance management, and employee training and development. Adept at maintaining compliance with labor laws and regulations while promoting a diverse and inclusive workplace environment. Strong communication and interpersonal skills, dedicated to optimizing organizational success through innovative HR solutions.

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(370) 730-1031 

123 Aloha Lane, Honolulu, HI
96815 

Education

Bachelor of Arts in Human Resource Management at University of Hawaii at Manoa, HI

Aug 2017 - May 2021

Relevant Coursework:
Organizational Behavior,
Recruitment and Selection,
Training and Development,
Compensation and Benefits,
Performance Management,
Employment Law, Labor
Relations, Strategic HR
Management, and Workplace
Diversity.

Links

linkedin.com/in/zareenahah

Skills

Onboarding

Mediation

Workday (software)

Payroll management

Recruitment

Benefits administration

Employee engagement

Employment History

Human Resources Officer at Hawaii Pacific Health, HI

Mar 2023 - Present

- Successfully reduced employee turnover rate by 15% within one year through the implementation of targeted retention strategies, comprehensive employee engagement programs, and improved communication channels at Hawaii Pacific Health.
- Streamlined the hiring process, resulting in a 25% reduction in time-to-fill for open positions by optimizing job postings, enhancing candidate screening methods, and fostering strong relationships with local educational institutions and recruitment agencies.
- Implemented a new Learning Management System (LMS) that increased employee training participation rates by 40%, leading to improved overall staff competency levels and contributing to a 10% increase in patient satisfaction scores.

Assistant Human Resources Officer at Hawaiian Airlines, HI

Aug 2021 - Feb 2023

- Successfully implemented a new employee onboarding program, reducing the average onboarding time by 40% and increasing employee satisfaction scores by 15% within the first year.
- Streamlined the recruitment process for Hawaiian Airlines, resulting in a 25% decrease in time-to-hire and a 10% increase in the quality of candidates hired over a two-year period.
- Led the development and execution of an annual employee engagement survey, achieving a response rate of 85% and identifying key areas for improvement, which led to a 12% increase in overall employee engagement scores within one year.
- Coordinated and managed a company-wide diversity and inclusion initiative, resulting in a 20% increase in diverse hires and a 30% improvement in employee perceptions of inclusivity within the organization over an 18-month period.

Certificates

Senior Professional in Human Resources (SPHR)

Apr 2022

Talent Management Practitioner (TMP)

Jan 2021

Memberships

Society for Human Resource Management (SHRM)