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|  | Taylor Brown  Human Resource Manager  123 Park Avenue, Michigan MI  info@hloom.com  (123) 456 7899  www.linkedin.com/company/name  www.facebook.com/OfficeTemplates |

# PROFILE

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| **Results Driven** | * Admirable experience in HR leadership and Human Resources * Huge knowledge of employment laws and people Soft |
| **Dedicated** | * Uncommon ability to meet organization needs, meet deadlines and must have judgment |
| **Goal Oriented** | * Proficient in Word, Excel and computer applications * Immense ability to communicate, adjust priorities, maintain confidentiality and auditor training for ISO9001 |

# WORK EXPERIENCE

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| **Sammy's Record Shack**  2009 – 2013 | * Partnered with HR Director, Recruiting Manager on talent planning initiatives, executing goals and maintained high level of service across CGPSOL organization. * Managed special projects, HR reports, merit programs for governmental compliance assigned by HR Director. |
| **Life Plan Counselling**  2005 – 2009 | * Maintained employment records for CGPSOL, HRIS, kept records for parties and facilitated HR Training in area of policy and leadership development. * Conducted AAP management training, ensured state, local regulations and corporate programs, plus administered EEO and AA programs. |
| **7 Day Store**  2001 – 2005 | * Worked with HR Director, supervised compensation programs, and maintained awareness of legislation linked with human resources management. * Suggested HR Director on HR policies, preventive employment practices, recruitment strategies and consulted management on employment related counselling and termination. |

# EDUCATION

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| --- | --- |
| **Wheeling Jesuit University**  2009 – 2013 |  |
| **Coastal Carolina Community College**  2005 – 2009 |  |

# SKILLS

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| **Technical** | Decision-making, organizational, training and developmental and budgeting skills. |
| **Personal** | Communications, reliability, ease. |

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