

Sophia Martinez

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(555) 890-1234

Austin, TX

PROFESSIONAL SUMMARY

HR Specialist with 5 years of experience in talent acquisition, employee relations, and organizational development. Passionate about fostering inclusive workplace cultures and optimizing HR processes.

EXPERIENCE

HR Specialist | PeopleFirst Inc. | Jul 2019 - Present

- Led full-cycle recruitment efforts, reducing hiring time by 25%
- Developed and implemented employee engagement programs
- Managed HR software and optimized onboarding processes
- Handled employee relations cases and ensured compliance with labor laws

Recruitment Coordinator | TalentSphere | Aug 2016 - Jun 2019

- Screened and interviewed candidates for diverse job roles
- Created job postings and managed applicant tracking systems
- Coordinated training sessions for new hires
- Developed internal HR reports to track hiring trends

EDUCATION

Bachelor of Science in Human Resources - Texas A&M University (2015)