

# Jane A. Smith

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## Professional Summary

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Results-oriented Human Resources professional with over 6 years of experience in talent acquisition, employee engagement, and HR policy development. Proficient in fostering inclusive workplace cultures and driving strategic HR initiatives. Skilled in leveraging HR analytics to improve retention and streamline processes. Passionate about aligning HR practices with organizational objectives to support business growth.

## Work Experience

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### Human Resources Manager

*Horizon Enterprises, Springfield, IL*

*March 2019 Present*

- Led recruitment efforts, reducing average hiring time by 20% through targeted sourcing strategies and applicant tracking system optimization.
- Implemented employee wellness programs, increasing participation by 30% and improving overall morale.
- Managed performance evaluations for a 250-employee workforce, aligning individual goals with company objectives.
- Developed and delivered training on workplace diversity, reaching 95% of employees and enhancing cultural competency.

### HR Specialist

*BlueWave Solutions, Chicago, IL*

*July 2017 February 2019*

- Coordinated full-cycle recruitment, successfully onboarding 60+ employees annually across various departments.
- Administered benefits programs, resolving 98% of employee inquiries within one business day.
- Maintained HRIS data integrity, reducing discrepancies by 12% through regular audits and updates.
- Contributed to policy revisions, ensuring compliance with Illinois labor regulations and federal laws.

## Education

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### Bachelor of Science in Human Resource Management

*Springfield University, Springfield, IL*

*Graduated: May 2017*

- GPA: 3.9/4.0
- Relevant Coursework: Employee Relations, Compensation and Benefits, HR Information Systems

## **Skills**

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- Talent Acquisition and Onboarding
- Employee Engagement and Retention
- HRIS (ADP Workforce Now, PeopleSoft)
- Performance Management Systems
- Training Program Development
- Data Analysis (Excel, Tableau)
- Strong Communication and Conflict Resolution

## **Certifications**

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- SHRM Certified Professional (SHRM-CP), 2020
- Professional in Human Resources (PHR), 2018