

Michael T. Lee

654 Cedar Lane, Denver, CO 80203 | (303) 555-3210 | michael.lee@email.com |
linkedin.com/in/michaeltlee

Professional Summary

Accomplished Human Resources professional with 7 years of experience in recruitment, employee engagement, and HR policy development. Skilled in leveraging HR analytics to optimize workforce planning and enhance organizational performance. Proficient in fostering collaborative workplace cultures and ensuring compliance with labor regulations. Dedicated to driving strategic HR solutions that align with business objectives.

Work Experience

Human Resources Manager

Summit Technologies, Denver, CO

June 2019 Present

- Streamlined recruitment processes, reducing average time-to-hire by 18%
- Developed employee recognition programs, improving retention rates by 22%
- Oversaw performance management for 280+ employees, implementing a goal-setting framework that increased productivity by 12%
- Designed training modules on workplace ethics, achieving 98% completion

HR Generalist

Peak Consulting Group, Boulder, CO

August 2017 May 2019

- Managed recruitment for 65+ roles annually, achieving a 92% placement rate
- Administered payroll and benefits, resolving 96% of issues within 24 hours
- Conducted compliance audits for HRIS data, reducing errors by 15%
- Supported policy development to align with Colorado employment laws, minimizing legal risks.

Education

Bachelor of Science in Human Resource Management

University of Colorado, Denver, CO

Graduated: May 2017

- GPA: 3.8/4.0
- Relevant Coursework: Organizational Psychology, Compensation Analysis, HR Strategy

Skills

- Talent Acquisition and Retention
- Employee Relations and Conflict Management
- HRIS (Workday, Paylocity)
- Performance Review Systems

Demonstration License

- Training and Development
- HR Analytics (Excel, SPSS)
- Effective Communication and Leadership

Certifications

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

Demonstration License