



TELEVISION



COMPUTER



NEWSPAPER



MOBILE



TELEPHONE

MEANS OF COMMUNICATION





excellence  
SERIES

# COMPUTING

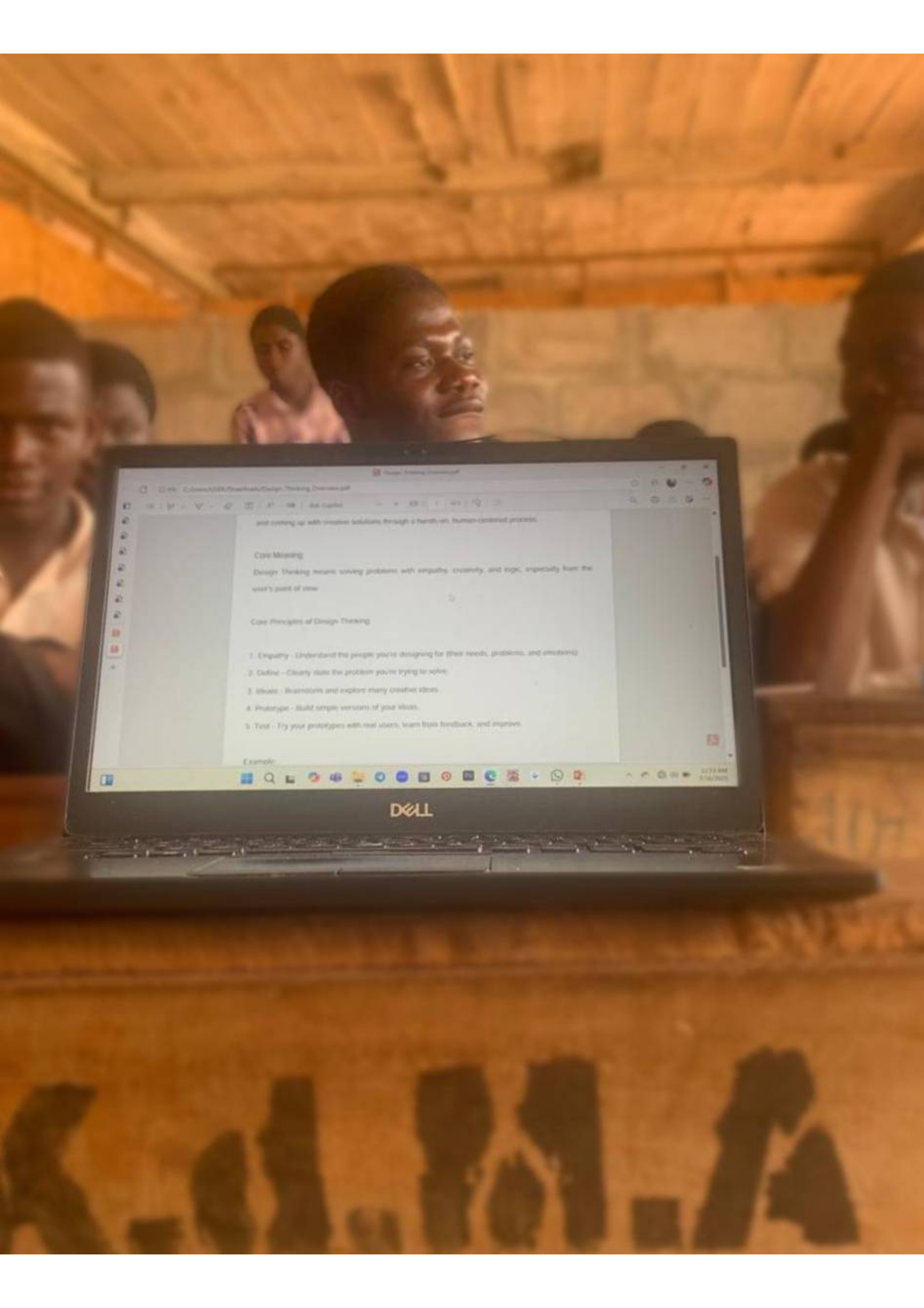
## FOR JHS 1-3

• Based on the Common Core Programme



Revised Edition

Appiah Benjamin Francis  
George Britwum Mintah



and coming up with creative solutions through a hands-on, human-centered process.

#### Core Meaning

Design Thinking means solving problems with empathy, creativity, and logic, especially from the user's point of view.

#### Core Principles of Design Thinking

1. Empathy - Understand the people you're designing for (their needs, problems, and emotions).
2. Define - Clearly state the problem you're trying to solve.
3. Ideate - Brainstorm and explore many creative ideas.
4. Prototype - Build simple versions of your ideas.
5. Test - Try your prototypes with real users, learn from feedback, and improve.

Example:

DELL





**WHATSAPP**



# Rachel Johnson

## HR Professional

Astute and exceptionally dedicated professional with **6+ years of experience in human resources management operations**. Equipped with a solid commitment to providing high-quality support to the management for consistent growth and development of human resources of diverse companies. Demonstrated success in developing and executing training programs to optimize employee capabilities.

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Bloomington, IN

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@racheljohnson



## WORK EXPERIENCE

### HR Generalist The Good Hire Solutions

06/2017 - Present

Bloomington, IN

- Administer the onboarding process of newly hired employees by initiating pre-employment checks, drug screening, and first-day orientations to acquaint them with the company's operational procedures and policies.
- Perform effective formal/informal coaching and mentorship to various associates at all organizational levels in an impactful, collaborative, and consultative manner.
- Serve as a Business Partner executing strategic HR initiatives across departments, from staffing and performance management to compensation planning, succession planning, and employee communication, among others.
- Proficiently utilize the company's HRIS system to enter, manage, and monitor pertinent HR-related information.
- Conduct a thorough investigation on complaints brought forward by employees, such as discrimination claims and policy violations to come up with appropriate and prompt resolutions.
- Conduct exit interviews documenting all feedback in accordance with the established HR standard operating procedures.

### HR Coordinator Better People Management Corp.

04/2013 - 05/2017

- Orchestrated end-to-end recruiting, hiring, and onboarding, conducting interviews and background checks, issuing contracts, and leading orientations, resulting in streamlined processes and **reduced onboarding time by 20%**.
- Innovated health and wellness initiatives as part of strategic HR programs, leading to a 30% increase in employee engagement and overall well-being.
- Pioneered the implementation of an impactful Affirmative Action Plan, resulting in the targeted recruitment of qualified individuals that aligned with evolving business demands.
- Supported the development of robust training programs for both new and existing staff, fostering continuous personal and professional growth, which **led to a 25% improvement in employee skill levels**.

## SKILLS & COMPETENCIES

HRIS Data Analysis Onboarding Recruiting  
Employee Relations Conflict Resolution SAP  
Zoho Recruit Labor Laws & Regulatory Compliance  
Training & Performance Management

## CONFERENCES & COURSES

Data Handling Training (02/2013)   
KeenAlignment - A Leader in Cultural Alignment Consulting

General Industry Safety & Health Training (10/2012)   
Occupational Safety and Health Center

## CERTIFICATES

Certified Professional Human Resources (2014)   
HR Certification Institute

Behavioral Interviewing Certification (03/2013)   
KeenAlignment - A Leader in Cultural Alignment Consulting

## EDUCATION

MBA in Human Resources Management  
University of Indianapolis

2011 - 2013

Bachelor of Arts in Applied Psychology  
Purdue University Indianapolis

2008 - 2011

## LANGUAGES

English  
Native or Bilingual Proficiency  
Italian  
Full Professional Proficiency

Spanish  
Native or Bilingual Proficiency  
German  
Limited Working Proficiency



**LINKEDIN**

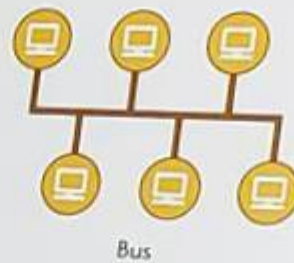
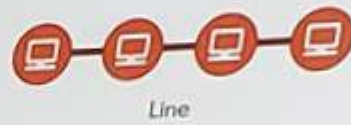




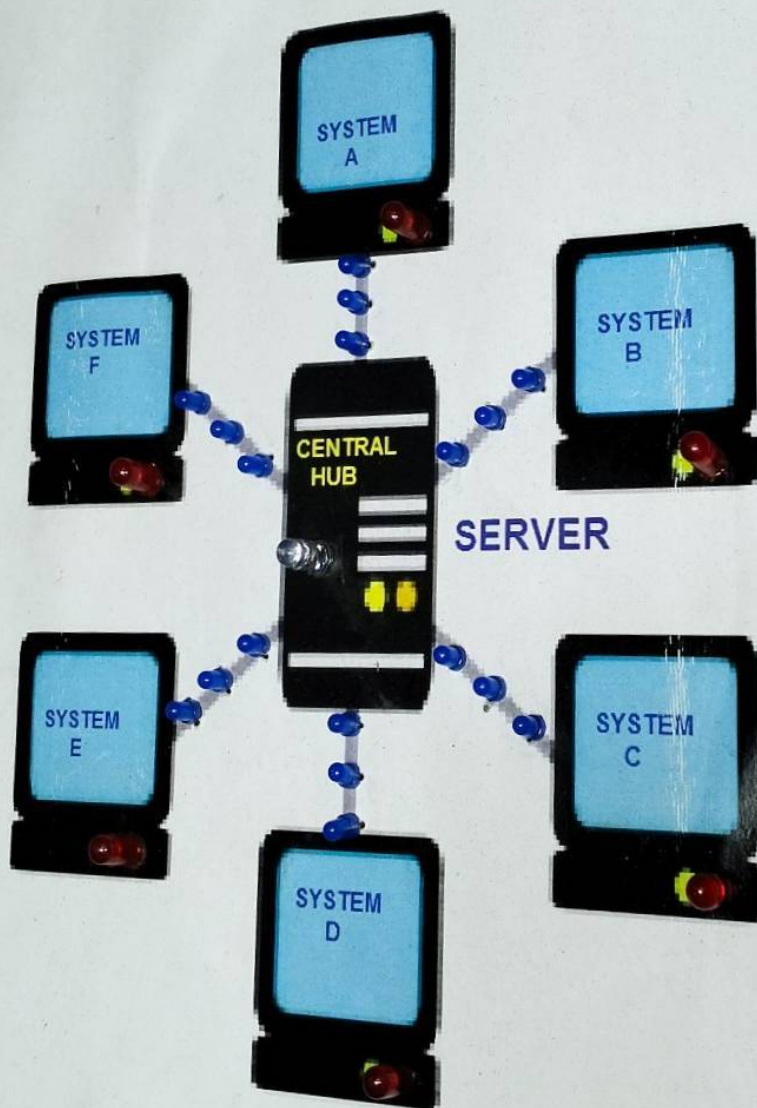
**FACEBOOK**



## Network Topologies



# STAR TOPOLOGY NETWORK





# STAR TOPOLOGY NETWORK

