

# Michael Brown

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## PROFESSIONAL SUMMARY

HR Specialist with 7 years of experience in talent acquisition, employee relations, and organizational development. Adept at implementing HR policies, managing performance programs, and fostering a positive workplace culture that drives productivity and engagement.

## PROFESSIONAL EXPERIENCE

**HR Specialist** | TalentWorks | Brisbane, QLD | Apr 2019 – Present

- Managed end-to-end recruitment for technical and non-technical roles (150+ annually).
- Introduced new applicant tracking system (ATS) that improved hiring process efficiency by 25%.
- Designed and rolled out employee engagement programs, boosting satisfaction scores by 18%.
- Provided coaching and conflict resolution support to managers and employees.

**HR Coordinator** | NextGen Enterprises | Brisbane, QLD | Feb 2016 – Mar 2019

- Coordinated onboarding programs and developed HR compliance policies.
- Assisted in performance review cycles and implemented employee recognition programs.
- Supported HRIS implementation that streamlined payroll and attendance tracking.

## EDUCATION

Bachelor of Human Resource Management | Griffith University | 2015

## KEY SKILLS

Talent Acquisition, Employee Relations, HR Policies, Performance Management, Training & Development, Conflict Resolution, HRIS Systems

## ACHIEVEMENTS

- Improved employee retention by 18%
- Developed new onboarding program adopted company-wide
- Awarded HR Employee of the Year 2021