

# Michael Brown

michael.brown@email.com | +61 412 678 910 | Brisbane, QLD | [linkedin.com/in/michaelbrown](https://www.linkedin.com/in/michaelbrown)

## PROFESSIONAL SUMMARY

HR Professional with 7+ years of experience in HR business partnering, talent acquisition, employee relations, and policy implementation. Skilled in aligning HR strategies with organizational goals, managing recruitment processes, and fostering positive workplace culture. Demonstrated ability to improve employee engagement, implement HR systems, and ensure compliance with regulations while supporting business objectives.

## PROFESSIONAL EXPERIENCE

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

- Managed end-to-end recruitment, hiring, and onboarding processes for 150+ technical and non-technical roles annually
- Implemented and administered new applicant tracking system (ATS), improving hiring efficiency by 25%
- Designed and executed employee engagement initiatives that increased satisfaction scores by 18%
- Developed and maintained HR policies and procedures to ensure compliance with regulations
- Provided coaching to managers and facilitated conflict resolution, supporting positive labor relations
- Collaborated with finance department on payroll matters and employee data management
- Maintained accurate HR documentation and records for internal audits

## HR COORDINATOR | NEXTGEN ENTERPRISES | BRISBANE, QLD | FEB 2016 – MAR 2019

- Coordinated comprehensive onboarding programs and developed HR compliance policies
- Supported performance review cycles and implemented employee recognition programs
- Assisted with professional development and training initiatives for staff at all levels
- Collaborated on HRIS implementation that streamlined payroll and attendance tracking
- Managed leave, attendance, and overtime tracking systems
- Supported labor relations initiatives and workplace culture development

## EDUCATION

Bachelor of Human Resource Management | Griffith University | 2015

## KEY SKILLS

- HR Business Partnering
- Talent Acquisition & Onboarding
- Employee Relations & Engagement
- HR Policy Development & Implementation
- Performance Management
- Training & Development
- HRIS Systems & Data Management
- Conflict Resolution
- Stakeholder Management
- MS Office Suite

## **ACHIEVEMENTS**

- Improved employee retention by 18% through targeted engagement and development programs
- Developed new onboarding program that was adopted company-wide, enhancing new hire integration
- Awarded HR Employee of the Year 2021 for outstanding contributions to organizational success
- Successfully managed HR documentation and compliance requirements through multiple audit cycles