

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 generalist services across multiple industries, managing performance initiatives, and fostering positive workplace relationships that drive productivity and engagement. Proven ability to work independently while delivering client-focused HR solutions.

PROFESSIONAL EXPERIENCE

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

- Managed end-to-end recruitment processes for technical and non-technical roles (150+ annually)
- Introduced new applicant tracking system (ATS) that improved hiring process efficiency by 25%
- Designed and implemented employee engagement programs, boosting satisfaction scores by 18%
- Provided coaching and conflict resolution support to managers across diverse departments
- Maintained comprehensive documentation of HR processes in cloud-based systems
- Spearheaded labor relations project that enhanced workplace communication and reduced disputes

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

- Coordinated onboarding programs and developed HR compliance policies
- Assisted in performance management cycles and implemented employee recognition initiatives
- Supported HRIS implementation that streamlined payroll and attendance tracking
- Delivered HR generalist services to multiple departments, adapting to varying business needs
- Built strong client relationships through responsive communication and needs assessment

EDUCATION

Bachelor of Human Resource Management | Griffith University | 2015

KEY SKILLS

- HR Generalist Services
- Talent Acquisition & Recruitment
- Employee Relations & Conflict Resolution
- Performance Management
- Documentation Management
- Client Relationship Building
- Team Collaboration & Independent Work
- Labor Relations

ACHIEVEMENTS

- Improved employee retention by 18% through strategic HR initiatives

- Developed new onboarding program adopted company-wide
- Awarded HR Employee of the Year 2021