

# Resume

Rachel Smith

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## Summary:

HR professional with 6 years of experience in recruitment, employee relations, and performance management.

## Skills:

- Talent acquisition
- HR policies and compliance
- Payroll and benefits administration
- ATS tools (Workday, BambooHR)

## Experience:

HR Manager | Acme Corp | 2018-Present

- Managed end-to-end recruitment for technical and non-technical roles
- Led DEI initiatives across departments
- Reduced employee turnover by 22% through engagement programs

## Education:

MBA in Human Resources, IIM Bangalore