

CURRICULUM VITAE

PERSONAL INFORMATION

Name: Amanda Thompson

Email: amanda.thompson@email.com

Phone: +1 (555) 890-1234

Location: Boston, MA

LinkedIn: linkedin.com/in/amandathompson

PROFESSIONAL SUMMARY

Human Resources Manager with 7+ years of experience in talent acquisition, employee relations, and HR operations. Proven track record of building high-performing teams and implementing HR initiatives that improve employee engagement and retention. SHRM-SCP certified.

SKILLS

HR Functions: Talent Acquisition, Employee Relations, Performance Management, Compensation & Benefits

Compliance: Employment Law, FMLA, ADA, EEO, OSHA, I-9 Compliance

Tools: Workday, BambooHR, Greenhouse, LinkedIn Recruiter, ADP

Training: Leadership Development, Onboarding Programs, Diversity & Inclusion

Analytics: HR Metrics, Workforce Planning, Turnover Analysis

WORK EXPERIENCE

HR Manager | TechCompany Inc. | Apr 2020 - Present

- Manage HR operations for 500+ employee organization
- Reduced time-to-hire by 35% through process improvements
- Implemented new performance management system (95% adoption rate)
- Led diversity and inclusion initiatives increasing diverse hires by 40%
- Developed leadership training program for 50+ managers
- Achieved 85% employee engagement score (up from 72%)

Senior HR Generalist | Manufacturing Corp | Jun 2017 - Mar 2020

- Supported HR functions for 3 manufacturing facilities (800 employees)
- Managed full-cycle recruitment for technical and professional roles
- Conducted investigations and resolved employee relations issues
- Administered benefits programs and annual open enrollment
- Created employee handbook and updated HR policies

HR Coordinator | Retail Chain | Aug 2015 - May 2017

- Coordinated onboarding for 200+ new hires annually
- Maintained HRIS data and generated reports
- Assisted with recruitment, scheduling interviews and screenings
- Supported payroll processing and benefits administration

EDUCATION

Master of Science in Human Resource Management

Cornell University - ILR School | 2013 - 2015

Bachelor of Arts in Psychology

Boston University | 2009 - 2013

CERTIFICATIONS

- SHRM Senior Certified Professional (SHRM-SCP)
- Professional in Human Resources (PHR)
- Certified Diversity Professional (CDP)

PROFESSIONAL AFFILIATIONS

- Society for Human Resource Management (SHRM)
- Boston HR Leadership Forum - Board Member