## Malik Rabb

Dover DE • (123) 456-7891  
mrabb@email.com

### SUMMARY

Dedicated HR Manager with 15+ years of experience advocating for employee needs and maintaining compliance with all company and federal policies.

### EDUCATION

NORTHWEST VERMONT UNIVERSITY

Aug '01 - May '03

Master of Business Administration

### EXPERIENCE

RETAIL OCEAN, HR Manager

Jul '19 - Current

* Approve job descriptions written by HR Generalists before go-live, overseeing subsequent hiring process
* Conduct monthly training meetings on updated safety, training and privacy policies
* Lead investigations into sexual harassment, discrimination and other high level complaints

CLOUD CLEARWATER, Human Resources Manager

Aug '15 - Jul '19

* Implemented improved training on workplace safety and applicant referral process
* Performed background checks on all applicants before extending offers
* Conducted company-wide diversity and inclusion surveys to identify gaps

### SKILLS

* Employee relations & communication

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