

Yifeng Fu

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SUMMARY

Human Resources Specialist with 6+ years of experience supporting organizational staffing needs and improving HR processes. Proven ability to lead HR initiatives, enhance departmental efficiency, and recruit top talent. Skilled in policy compliance, employee retention strategies, and diversity recruitment. Strong communicator, proactive team player, and adept at negotiation and business acumen. Seeking HR-related roles in Melbourne.

TECHNICAL SKILLS

- HR Systems & Tools: Workday, HRIS platforms
- Core Competencies: Recruitment, Policy Development, Employee Relations, Conflict Management
- Additional Skills: Data Analysis, Public Speaking, Time Management

WORK EXPERIENCE

Human Resources Specialist — Lamna Healthcare Company

Chico, Illinois | 2014 – Present

- Reviewed and updated hiring practices and HR policies to ensure compliance with OSHA and federal/state labor regulations.
- Increased employee retention by over 10% within two years, achieving a 90%+ retention rate through a responsive work environment.
- Developed recruitment plans to enhance minority hiring and meet Equal Employment Opportunity requirements.
- Led a team to build and deploy a dedicated recruitment website, reducing hiring costs by 14% year-over-year.

HR Intern — ZDF Hospital

Boomtown, Ohio | Jun 2012 – Aug 2014

- Assisted in candidate recruitment and organized workshops to educate staff on employment benefits.
- Coordinated hospital-wide seminars for managers on new employment laws and workplace morale-building techniques.

EDUCATION

Beachy University — B.A. in Human Resource Management

Sunny, Florida | May 2012

ACHIEVEMENTS & INTERESTS

- Typing speed: 96 WPM
- Interests: Literature, Environmental Protection, Art, Yoga, Skiing, Travel