

SAMANTHA REED

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PROFESSIONAL SUMMARY

Detail-oriented HR specialist with extensive experience in employee engagement and performance management. Skilled in HRIS implementation, workforce restructuring, and training program development to drive business success.

EXPERIENCE

HR Business Partner

Summit Enterprises | Chicago, IL

Apr 2022 – Present

- Developed employee engagement programs, reducing turnover by 18%.
- Partnered with management on workforce restructuring, improving efficiency by 10%.
- Implemented HRIS software, reducing processing time by 30%

HR Coordinator

NextGen Industries | Milwaukee, WI

Jun 2015 – Feb 2022

- Managed recruitment and onboarding for over 200 employees annually.
- Led benefits administration, increasing participation rates by 22%.
- Created compliance and leadership training initiatives.

EDUCATION

Bachelor's in Business Administration (HR Focus)

Northwestern University | Evanston, IL

Graduated: May 20XX

SKILLS

- Employee Engagement & Relations
- Workforce Planning
- HRIS Implementation
- Benefits & Compensation Management
- Leadership Training & Development
- Compliance & Policy Enforcement