

# Sarah Johnson

456 Elm Street, Chicago, IL 60616  
(312) 555-9876 | sarah.johnson@email.com  
linkedin.com/in/sarahjohnson | github.com/sarahjohnson (optional)

---

## Professional Summary

Human Resources Specialist with 5+ years of experience in talent acquisition, employee relations, and HR policy implementation. Proven ability to enhance workforce productivity, streamline recruitment processes, and foster a positive workplace culture. Skilled in HRIS management, conflict resolution, and compliance with labor laws.

---

## Skills

- Talent Acquisition & Recruitment
  - Employee Relations & Conflict Resolution
  - HRIS (Workday, BambooHR, SAP SuccessFactors)
  - Onboarding & Training Programs
  - Performance Management
  - Labor Law Compliance & Reporting
  - Compensation & Benefits Administration
  - Microsoft Office Suite & ATS software (Greenhouse, Lever)
- 

## Professional Experience

### Human Resources Specialist

**GlobalTech Solutions, Chicago, IL**  
*May 2020 – Present*

- Managed full-cycle recruitment for technical and non-technical roles, reducing time-to-hire by 25%.
- Developed and delivered onboarding programs for 100+ new hires annually, improving retention by 15%.
- Advised managers on employee relations issues, mediating conflicts and improving team cohesion.

- Led the rollout of new HRIS system, improving data accuracy and reporting efficiency by 30%.
- Ensured compliance with federal, state, and local employment laws through regular audits and training.

## HR Coordinator

### Bright Horizons Inc., Chicago, IL

*June 2017 – April 2020*

- Supported recruitment activities including job postings, candidate screening, and interview coordination.
  - Maintained employee records and managed benefits enrollment and changes.
  - Organized employee engagement events and professional development workshops.
  - Assisted with performance review process and collected feedback for process improvements.
- 

## Education

### Bachelor of Business Administration (BBA) in Human Resource Management

University of Illinois at Urbana-Champaign — 2017

---

## Certifications

- SHRM Certified Professional (SHRM-CP) — 2021
  - Professional in Human Resources (PHR) — 2019
- 

## Projects

- **Diversity & Inclusion Initiative:** Designed and implemented a company-wide program increasing diversity hiring by 20% within one year.
  - **Employee Wellness Program:** Coordinated wellness activities and resources that improved employee satisfaction scores by 12%.
- 

## Additional Information

- Excellent interpersonal and communication skills
- Proficient in data-driven HR analytics
- Volunteer HR consultant for local non-profit organizations