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About Me

I am a results-driven HR specialist with a proven track record in recruitment, employee relations, and talent management. Passionate about building high-performing teams, I thrive in connecting top talent with organizational goals. My expertise in HR software, policy development, and leadership training enables me to drive employee engagement and foster a culture of growth. With excellent interpersonal and organizational skills, I excel at building trust and aligning workforce strategies with business objectives.

Work Experience

- **HR Specialist**

BrightPath Industries, 2019 – Present

- Managed end-to-end recruitment processes, hiring over 150 employees in 3 years.
- Designed employee onboarding programs, reducing turnover rates by 25%.
- Implemented HRIS systems, streamlining payroll and benefits administration.

- **HR Coordinator**

GlobalReach Ltd., 2017 – 2019

- Coordinated performance appraisal cycles for 300+ employees.
- Drafted and updated HR policies in compliance with labor laws.
- Organized training programs, improving employee satisfaction by 15%.

Skills

- Recruitment and Talent Acquisition
- Employee Relations
- HRIS and Payroll Management
- Conflict Resolution
- Training and Development
- Organizational Policy Creation

Languages

- English
- French