

SARAH JOHNSON

456 Community Boulevard, Social City, 67890

(555) 987-6543 | sarah.johnson@email.com | linkedin.com/in/sarahjohnson

PROFESSIONAL SUMMARY

People-oriented HR professional with 7+ years of experience in employee relations and team development.

Passionate about helping others succeed and creating positive work environments. Excellent communicator

with strong interpersonal skills and a natural ability to connect with people.

EXPERIENCE

Senior HR Manager | People First Corporation | 2017-Present

- Developed and implemented employee wellness programs
- Mediated conflicts between team members
- Organized team-building activities and social events
- Provided support and guidance to employees facing challenges

HR Specialist | Community Solutions Inc. | 2015-2017

- Assisted in recruitment and onboarding processes
- Conducted employee satisfaction surveys
- Facilitated training sessions on interpersonal skills
- Supported employees with personal and professional development

EDUCATION

Master of Arts in Human Resources | University of People | 2013-2015

Bachelor of Arts in Psychology | Community College | 2009-2013

SKILLS

- HR Management: Employee Relations, Recruitment, Training
- Communication: Public Speaking, Conflict Resolution, Active Listening
- Interpersonal: Empathy, Team Building, Coaching
- Languages: English (Native), Spanish (Fluent)

CERTIFICATIONS

- Certified HR Professional (CHRP)
- Conflict Resolution Certification

INTERESTS

- Volunteering at community events
- Organizing social gatherings
- Mentoring young professionals
- Attending networking events