

First Last

Human Resources (HR) Manager

WORK EXPERIENCE

Resume Worded, London, United Kingdom
Education technology startup with 50+ employees and \$100m+ annual revenue

Human Resources (HR) Manager08/2021 – Present

- Reduced 88% of employee churn turnover by brainstorming with 10+ executive team members to launch yearly recognition programs.
- Spearheaded a dynamic employee recognition event that uplifted morale among 1300+ staff members company-wide.
- Assisted a team of 450+ employees with disabilities and unable to move efficiently in a tight environment, increasing their performance by 44%.
- Designed and implemented a new employee onboarding program that boosted the productivity of 2100+ employees by 67% YoY.

Polyhire, London, United Kingdom
NYSE-listed recruitment and employer branding company

Senior Recruiter10/2019 – 07/2021

- Utilized mediation methods to resolve the grievances of 400+ staff members during shift changes, promotions, and firing.
- Initiated an innovative hiring policy that saved Polyhire \$120K in overstaffing costs and delegated employee expenses.
- Developed new employment criteria based on the abilities of 700+ job applicants to meet service delivery standards, providing a competitive advantage in retaining staff.
- Identified 430+ applicants to occupy difficult-to-fill and open job roles, ensuring a continuous flow of qualified candidates.

Growthsi, London, United Kingdom & Barcelona, Spain
Career training and membership SaaS with 150,000 users

Placement Coordinator11/2018 – 09/2019

- Collaborated with 10+ HR managers to implement an Applicant Tracking System (ATS), which boosted the number of skilled applicants and decreased 75% of the hiring costs.
- Created Standard Operating Procedures (SOP) for staff reviews that HR teams use in conducting assessments, reducing 94% of the workload for HR personnel.
- Introduced an automated system to monitor training and job requirements, which matched 750+ candidates with likely employers.
- Organized screening processes to ensure that over 1200+ applicants have been screened before interviews; improved the quality of new hires by 83%.

PREVIOUS EXPERIENCE

Headhunter, ABC Company, London, UK06/2017 – 10/2018

Recruitment Officer, XYZ Company, New York, USA01/2016 – 05/2017

Training Specialist (Internship), ABC, New York, USA07/2014 – 12/2015

CONTACT

- Glasgow, United Kingdom
- +44 1234567890
- first.last@gmail.com

SKILLS

- Hard Skills:**
 - Onboarding
 - Employer Branding
 - Interviewing
 - Workforce Planning
 - Hiring and Firing
 - Sourcing
- Techniques:**
 - Personnel Leadership
 - Talent Management
 - Organizational Development

- Tools and Software:**
 - Workday
 - HRIS
 - Hubstaff
 - ADP Workforce Now

- Languages:**
 - English (Native)
 - Romanian (Native)
 - Spanish (Conversational)

EDUCATION

University of New York
Master of Science
Organizational Psychology
New York City, New York
10/2011 - 06/2014

OTHER

- SHRM-SCP
- Senior Professional in Human Resources (SPHR)