

Emily Davis

321 Pine Street, Townsville, USA | emilydavis@gmail.com | (444) 789-0123

Professional Summary

Human Resources professional with expertise in talent acquisition, employee relations, and performance management.

Professional Experience

HR Manager - GlobalTech (Jul 2019 - Present)

- Led the recruitment process for various departments, reducing hiring time by 20%.
- Implemented employee engagement programs, increasing satisfaction rates by 15%.
- Managed performance appraisal processes and provided guidance to managers.

HR Specialist - PeopleFirst (Feb 2016 - Jun 2019)

- Conducted onboarding sessions for new hires, improving retention rates by 10%.
- Handled employee grievances and provided conflict resolution support.
- Coordinated training and development programs for employees.

Education

B.S. in Human Resource Management, University of Michigan, 2016

Skills

Talent Acquisition, Employee Relations, Performance Management, HRIS, Conflict Resolution, Training & Development