Janna Gardner

4567 Main Street, Chicago, Illinois 98052 - (716) 555-0100 - janna@example.com

6+ years of experience as Human Resources Generalist but looking to transfer me skills in Software Engineering. Excels in communication, organization, and negotiation. Proven track record of driving HR department improvements via use of software tools. Now looking to utilize my understanding of software tools and project management skills to transition into a Software Engineering role.

Experience

20XX ? Present

Human Resources Generalist | Lamna Healthcare Company | Chicago, Illinois

 - Reviewed, updated, and revised company hiring practices, vacation, and other human resources policies via custom-built software tools, ensuring compliance with all local, state, and federal labor regulations.

  - Led development team to build and deploy a dedicated recruitment website, reduced year-over-year recruitment costs by 14%.

JUNE 20XX ? AUGUST 20XX

Human Resources Intern | Wholeness Healthcare | Boomtown, Ohio

 - Assisted in recruitment outreach to prospective employees.

 - Arranged hospital-wide guest speakers symposia to educate management about new employment laws and workplace confidence and morale building techniques.

Skills

- Proficient with project management software

- Team player

- Excellent time management skills

- Public speaking

- Data analytics

Education

MAY 20XX

Bachelor of Arts Human Resources Management | Jasper University | Ft. Lauderdale, FL

- 3.8 GPA

- Member of university?s Honor Society

Activities

Literature - Environmental conservation - Art - Yoga - Skiing - Travel