J a n n a G a r d n e r
4567 Main Street, Chicago, Illinois 98052 • (716) 555-0100 • janna@example.com
Software Engineer with 6+ years of experience assisting with and fulfilling organization's technical needs and requirements. A proven track record of using excellent personal, communication, and organizational skills to lead and improve software development teams. Proficient in project management software and data analytics. Possess excellent communication skills, high quality of work, and is driven and highly self-motivated. Team player with the ability to work independently.

Experience
20XX – PRESENT
Software Engineer | Lamna Healthcare Company | Chicago, Illinois
Review, update, and revise company hiring practices, vacation, and other human resources policies to ensure compliance with OSHA and all local, state, and federal labor regulations. Led the development team to build and deploy a dedicated recruitment website.

JUNE 20XX – AUGUST 20XX
Intern | Wholeness Healthcare | Boomtown, Ohio
Assisted in recruitment outreach to prospective employees.

Skills
Proficient with project management software
Data analytics
Excellent time management skills
Conflict management
Team player

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