

Optimized Resume

Contact Information

Janna Gardner

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Professional with 6+ years of experience in HR operations and management. Proven experience in project management, team leadership, and data analytics. Experienced in developing and deploying recruitment website. Looking for an opportunity to leverage my skills in software project management and development.

Summary

Experience

Experience

20XX – PRESENT

Project Lead | Lamna Healthcare Company | Chicago, Illinois

Led a team to build and deploy a dedicated recruitment website, reducing recruitment costs by 14% YoY. Ensured company compliance with all OSHA and local, state, federal labor regulations.

Education

JUNE 20XX – AUGUST 20XX

Intern | Wholeness Healthcare | Boomtown, Ohio

Assisted in project management and administrative tasks.

Skills

Skills

Proficiency in project management software • Proficiency in data analytics • Strong leadership skills • Excellent communication skills.

Projects

Education

Certifications

MAY 20XX

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

3.8 GPA • Member of university's Honor Society

Activities

Activities

Literature • Environmental conservation • Art • Yoga • Skiing • Travel