

Malik Rabbe

Dover DE • (123) 456-7891

SUMMARY

Dedicated HR Manager with 15+ years of experience advocating for employee needs and maintaining compliance with all company and federal policies.

EDUCATION

NORTHWEST VERMONT UNIVERSITY

Aug '01 - May '03

Master of Business Administration

EXPERIENCE

RETAIL OCEAN, HR Manager

Jul '19 - Current

- Approve job descriptions written by HR Generalists before go-live, overseeing subsequent hiring process
- Conduct monthly training meetings on updated safety, training and privacy policies
- Lead investigations into sexual harassment, discrimination and other high level complaints

CLOUD CLEARWATER, Human Resources Manager

Aug '15 - Jul '19

- Implemented improved training on workplace safety and applicant referral process
- Performed background checks on all applicants before extending offers
- Conducted company-wide diversity and inclusion surveys to identify gaps

SKILLS

- Employee relations & communication