

Jane Smith

456 HR Lane

City, State 67890

Phone: (321) 654-0987

Email: janesmith@example.com

Objective:

Human Resources professional with 5 years of experience in recruitment, employee relations, and performance management. Dedicated to creating a positive work environment.

Education:

B.A. in Human Resources Management

ABC University, City, State

Graduated: May 2018

Skills:

- Recruitment & Talent Acquisition
- Employee Relations
- Performance Management
- HRIS Systems
- Conflict Resolution

Experience:

HR Generalist

XYZ Company, City, State

August 2018 – Present

- Managed full-cycle recruitment for all departments.
- Led initiatives to improve employee engagement and retention.

Certifications:

SHRM Certified Professional (SHRM-CP)