



# Name Surname

Human Resources Specialist

Dedicated and results-oriented Human Resources Specialist with a proven track record of effectively managing employee relations, talent acquisition, and organizational development. Skilled communicator with the ability to collaborate across all levels of an organization to achieve HR and business objectives.

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LinkedIn surname-name

📍 NYU, USA

## SKILLS

- Talent Acquisition
- Employee Relations
- HRIS Implementation
- Communication
- Problem Solving
- Leadership

## LANGUAGES

- English: native
- Spanish: fluent
- Spanish: beginner

## INTERESTS

- Tennis
- Painting
- Reading

## PROFESSIONAL EXPERIENCE

### Senior HR Business Partner

CHANEL | 06/20XX - 05/20XX

- Collaborated with senior leadership to develop and implement talent acquisition strategies resulting in a 30% reduction in time-to-fill for critical roles.
- Successfully resolved complex employee relations issues.

### Talent Acquisition Specialist

InnoWave Tech | 06/20XX - 05/20XX

- Managed full-cycle recruitment for technical and non-technical positions, resulting in the successful hire of over 100 professionals within a 2-year period.
- Conducted skills assessments and interviews.

### HR Coordinator

DynamicStartups | 06/20XX - 05/20XX

- Coordinated new employee onboarding, facilitating orientation sessions and ensuring a smooth transition for new hires.
- Assisted in the development and rollout of a performance management system.

## EDUCATION

### Master of Arts in HR Management

NYU | 06/20XX - 05/20XX

### Bachelor of Arts in Psychology

NYU | 06/20XX - 05/20XX

### High School Diploma

NY Public School | 06/20XX - 05/20XX