

Sharad S Sawant

RESUME SAMPLE

from Resume Genius

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RESUME OBJECTIVE

Human Resources Generalist with 6+ years of experience assisting with and fulfilling organization staffing needs and requirements. Aiming to use my dynamic communication and organization skills to achieve your HR initiatives. Possess a BA in Human Resources Management and a Professional in Human Resources certification.

SKILL

90WPM Typing Speed

Workday

Kronos

Conflict Management

MS Office Suite

Teamwork

Leadership

Time Management

Interpersonal Communication

Adaptability.

Public Speaking

EXPERIENCE

HR GENERALIST

Meadow Laboratories, Chicago, IL / September 2014 - Present

- Implemented effective HR policies to ensure all practices are in compliance with labor and employment regulations
- Increased employee retention rates above 90% by creating and maintaining a positive work environment
- Developed targeted outreach recruitment programs to recruit more minorities and meet affirmative action requirements
- Created a website with an embedded database and FTP functionality to enable online recruitment which has resulted in a 10% reduction in recruitment costs for the organization
- Manage travel and expense reports for department team members

HUMAN RESOURCES INTERN

Trenton Children's Hospital, Boston, MA / June 2012 – August 2014

- Advised prospective employees on various tips and tricks that would assist them in gaining employment with the organization
- Conducted several seminars for hospital employees to update them on employee benefit options
- Invited 10+ motivational speakers and industry experts to give lectures and speeches to employees on new industry standards and how to build confidence and morale in the workplace
- Updated 100+ employee records and job assignments daily

EDUCATION

B.A. H.R. MANAGEMENT

Miami University, 2012

Miami, FL

A.S. H.R. MANAGEMENT

Miami University, 2010

Miami, FL

CERTIFICATION

Professional in Human
Resources

MEMBER

Society for Human
Resource Management

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