**Human Resources Resume Sample**

Address Line 1 Address Line 2, City, State Zip \* (212) 256-1414 \* jane.smith@gmail.com

# Career 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.

# Professional Experience

## Meadow Laboratories, Chicago, IL

## *HR Generalist, Sept 2010 – present*

* Implement effective HR policies to ensure all practices are in compliance with labor and employment regulations.
* Increased employee retention above 90% by rigorously maintaining a positive work environment.
* Develop 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 for the organization and reducing recruitment costs by 10%.
* Develop user friendly application forms and questionnaires to be used by the organization during staff recruitment and interviewing.
* Arbitrate labor disputes in collaboration with the legal department.

## Trenton children’s hospital, Boston, MA

## *Human Resources Intern, Sept 2008 – Aug 2010*

* Advised prospective employees on various tips and tricks that would assist them in gaining employment in 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.
* Relayed important messages from management to hospital employees quickly via word of mouth, memos and bulletin notices.

# Education

**Miami University, Miami, FL**

## *Bachelor of Art in Human Resources Management, June 2008*

* Graduated Summa Cum Laude.
* Captain of varsity baseball and rugby teams.

# Additional Skills

* Superb typing skills (WPM:90)
* Proficient with Human Resource Management Systems Workday and Kronos.
* Skilled in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).