

First Last

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Professional Experience

Resume Worded, Human Resources Generalist *San Francisco, 2017-
CA / New York, NY Present*

- Managed \$2 million payroll.
- Identified and rectified travel claim discrepancies, resulting in \$250,000 cost savings.
- Brought majority of formerly outsourced recruiting functions in-house, reducing billable hours by 200 and saving \$10,000 every month.
- Developed creative, cost-effective incentive and morale-boosting programs; tiered awards structure increased employee retention rate by 90%.
- Featured in HR Today magazine for innovative HR practices.

GrowthSI, Human Resources Generalist *New York, NY 2014-2017*

- Managed new employee orientations, benefits, payroll, retirements, terminations, and promotions for 100 employees.
- Structured and implemented programs in areas of training, new employee orientation, and incentives, lowering training time from 2 months to 6 weeks and reducing employee turnover rate by 20%.
- Supported management in handling and resolving human resources issues, decreasing employee complaints by 70%.
- Published an article on employee retention strategies in the Journal of Human Resources.

GrowthSI, Human Resources Assistant *New York, NY* 2012-2014

- Shortlisted 35 qualified applicants for 6 open positions and referred them to employing officials.
- Recorded employee data including address, pay rate, benefits, absences, and termination for 90 employees.

Education

GrowthSI Business School 2013-2014 Professional Human Resources (PHR)

Resume Worded University *San Francisco, CA / 2008-2013* Bachelor of Arts in Human Resources Development

Additional Information

Techniques

- Resource planning
- Employee screening
- Group benefits including COBRA and 401(k)

Technical Skills

- Software: ADP Workforce, Workday, Kronos Workforce, HR Oracle

Certifications

- Human Resources Bootcamp, 2016
- Passed Resume Worded Examinations

Professional Contributions

- Served as a panel judge for the annual HR Excellence Awards, evaluating HR practices of various companies.