

Name: Samantha Reed

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Phone: (555) 123-4567

Location: Chicago, IL

Professional Summary

Results-driven HR professional with 3+ years of experience in employee relations, payroll, and performance management. Skilled at managing recruitment, conducting training sessions, and ensuring full compliance with labor laws and internal policies.

Skills

- Recruitment & Onboarding
- Payroll & Benefits Administration
- HRIS (Workday, BambooHR)
- Performance Management
- Employee Relations
- Labor Law Compliance (FMLA, ADA, EEOC)
- Microsoft Office, Excel, PowerPoint

Experience

HR Generalist

BrightPath Technologies, Chicago, IL

March 2022 - Present

- Managed end-to-end recruitment process for technical and non-technical roles (10+ hires/month)
- Oversaw benefits administration and bi-weekly payroll for 150 employees
- Conducted quarterly performance review cycles and managed performance improvement plans
- Ensured compliance with employment laws and led annual HR audits

HR Coordinator

Greenline Medical, Chicago, IL

June 2020 - Feb 2022

- Supported HR Manager with onboarding, employee records, and scheduling interviews
- Developed and rolled out employee engagement surveys
- Assisted in creating and updating employee handbook and HR policies

Education

B.A. in Human Resources Management

University of Illinois at Urbana-Champaign

Graduated: May 2020