

# MADISON TAYLOR

HR Generalist | Employee Relations | Talent Acquisition

✉ Email   🔗 linkedin.com   📍 Seattle, WA

## SUMMARY

Enthusiastic HR Generalist with 4 years of experience in HR roles. Proven skills in employee relations, talent acquisition, and HRIS systems. Achieved a 20% increase in employee retention. Skilled in developing HR policies and ensuring compliance with employment laws.

## EXPERIENCE

### HR Generalist

#### Amazon

📅 01/2021 - Present   📍 Seattle, WA

- Supported employee relations, handling conflicts and improving satisfaction rates by 15%.
- Streamlined the onboarding process, reducing time-to-productivity by 25%.
- Collaborated with managers to enhance performance management, resulting in a 10% improvement in employee performance.
- Developed and implemented HR policies, ensuring compliance with employment laws and regulations.
- Led talent acquisition efforts, hiring over 50 employees and reducing time-to-fill by 30%.
- Maintained accurate employee records and HR databases, ensuring data privacy compliance.

### HR Coordinator

#### Microsoft

📅 06/2018 - 12/2020   📍 Redmond, WA

- Assisted in developing HR programs aligned with company goals and regulatory requirements.
- Managed employee onboarding and offboarding processes, enhancing the new hire experience.
- Supported immigration operations by verifying work permits and maintaining records.
- Facilitated employee training sessions, including orientation and compliance training.
- Resolved employee inquiries related to HR policies and procedures, ensuring accurate and timely responses.

### HR Assistant

#### Starbucks

📅 05/2016 - 05/2018   📍 Seattle, WA

- Assisted in maintaining employee records and HR databases, ensuring confidentiality standards.
- Supported HR projects aimed at improving employee engagement and retention.
- Conducted initial screenings and coordinated interviews for talent acquisition.
- Organized employee development programs, contributing to a 12% increase in employee skills.

## EDUCATION

### Master of Business Administration

#### University of Washington

📅 01/2015 - 01/2017   📍 Seattle, WA

### Bachelor of Science in Human Resources

#### University of California, Berkeley

📅 01/2011 - 01/2015   📍 Berkeley, CA

## KEY ACHIEVEMENTS



#### Increased Employee Retention

Implemented employee engagement programs, resulting in a 20% increase in retention rates.



#### Enhanced Onboarding Process

Streamlined the onboarding process, reducing time-to-productivity by 25% and improving new hire satisfaction.



#### Successful Talent Acquisition

Led recruitment efforts, hiring over 50 employees in one year and reducing time-to-fill by 30%.



#### Developed HR Policies

Created and implemented HR policies that ensured compliance with employment laws and improved workplace efficiency.

## SKILLS

### Employee Relations

### Talent Acquisition

### HR Policies

### Performance Management

### HRIS Systems

### Microsoft Office Suite

## CERTIFICATION

### HR Management Certification

Certification in HR Management from SHRM, focusing on HR practices and employment laws.

### Immigration Law for HR Professionals

Course on immigration law from Coursera, provided by University of California.

## INTERESTS



### Employee Engagement

Passionate about creating an engaging and inclusive work environment for all employees.



### Continuous Learning

Committed to ongoing professional development and staying updated on HR trends and practices.