

# Taylor M. Smith

**Address:** 5678 Oakwood Lane, Suite 101, Raleigh, NC 27601

**Phone:** (919) 987-6543

**Email:** [taylor.smith\\_123@examplemail.com](mailto:taylor.smith_123@examplemail.com)

**LinkedIn:** [linkedin.com/in/taylormsmith](https://www.linkedin.com/in/taylormsmith)

**Date of Birth:** 05/15/1986

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## Objective

Dedicated human resources professional with over 10 years of experience in talent acquisition, diversity and inclusion initiatives, and workforce development, seeking an opportunity to contribute to a progressive organization focused on empowering employees and fostering equitable practices.

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## Education

### **Bachelor of Business Administration**

University of North Carolina, Chapel Hill, NC

Graduated: May 2008

GPA: 3.7/4.0

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## Skills

- Talent acquisition and management
  - DEI program implementation
  - HRIS platforms: Workday, SAP SuccessFactors, BambooHR
  - Conflict resolution and mediation
  - Employee engagement surveys and analysis
  - Compliance: ADA, FMLA, EEOC
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## Work Experience

### **Senior Talent Acquisition Specialist**

Diverse Futures, Inc., Durham, NC

*June 2015 – Present*

- Spearheaded company-wide diversity hiring initiative, increasing underrepresented hires by 30% over three years.
- Built partnerships with universities and community organizations to enhance talent pipelines for hard-to-fill roles.
- Developed training workshops on implicit bias and inclusive interviewing practices.
- Streamlined hiring workflows, reducing time-to-fill positions by 20%.

### **HR Generalist**

Triangle Tech, Raleigh, NC

*August 2010 – May 2015*

- Managed employee relations for a workforce of 300+, including conducting investigations and resolving disputes.
  - Coordinated onboarding for new hires, improving new employee satisfaction scores by 15%.
  - Conducted audits to ensure compliance with state and federal regulations.
  - Designed wellness programs tailored to diverse employee needs, resulting in a 25% participation increase.
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## Certifications

- SHRM Certified Professional (SHRM-CP)
  - Certified Diversity and Inclusion Specialist
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## Volunteer Work

- Career Coach, Goodwill Workforce Development Center
  - Mentor, Women in Leadership Initiative
  - Organizer, Annual Community Job Fair
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## Interests

- Yoga and mindfulness coaching (certified instructor)
- Amateur photography (focus on urban landscapes)
- Board member for local nonprofit supporting adults with disabilities