Name: Sarah Lee

Email: sarah.lee@example.com

Phone: (654) 321-0987

Address: 567 Maple Road, City, State, ZIP

Summary:

HR Manager with 8 years of experience in talent acquisition, employee relations, and organizational development.

Experience:

- HR Manager, PeopleFirst Inc. (2017 - Present)

- Managed recruitment and onboarding for 200+ employees.

- Developed employee engagement programs that reduced turnover by 20%.

- HR Specialist, TalentWorks (2013 - 2017)

- Coordinated training programs and performance evaluations.

- Handled employee relations and conflict resolution.

Education:

- M.A. in Human Resource Management, University of PQR (2011 - 2013)

- B.A. in Business Administration, University of STU (2007 - 2011)

Skills:

- Talent Acquisition & Retention

- Employee Relations

- Performance Management

- HRIS Systems (Workday, SAP)

- Organizational Development