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Get inspiration for your job search and an edge in landing the job you want by checking out this sample CV for a human resources generalist below.

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HUMAN RESOURCES GENERALIST

* Certified Professional in Human Resources offering a 14-year HR career distinguished by commended performance and proven results.
* Extensive background in HR generalist affairs, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance.
* Demonstrated success in negotiating win-win compromises, developing teambuilding programs, and writing personnel manuals, corporate policies, job descriptions and management reports.

HR SKILLS

|  |  |  |
| --- | --- | --- |
| * HR Department Startup * Employment Law * FMLA/ADA/EEO/WC * Mediation & Advocacy * HR Policies & Procedures | * Staff Recruitment & Retention * Employee Relations * Alternative Dispute Resolution (ADR) * Benefits Administration * HR Program/Project Management | * Orientation & On-Boarding * HRIS Technologies * Training & Development * Performance Management * Organizational Development |

PROFESSIONAL EXPERIENCE

ABC COMPANY -- Antwerp  
Provides voice and data communications systems for small and mid-sized companies.  
  
HR Generalist,2002-present  
  
Recruited to help open new company branch in Antwerp, guiding the startup and management of a full spectrum of HR operations, systems and programs. Worked with senior management to create HR policies and procedures; recruit employees; create group benefits databases; and develop orientation, training and incentive programs. Manage leave-of-absence programs and personnel records; administer benefits enrollment and programs; administer HR budget; and handle HR generalist workplace issues.  
  
Key Results:

* Played a key role in ensuring the successful launch of Antwerp office. Structured and implemented programs and policies in the areas of training, compensation structures, benefits packages, incentives and new-employee orientation.
* Fostered a teamwork/open-door environment conducive to positive dialogue across the organization. Personal efforts were cited as the driving force behind branch's employee-retention rate of 89% within an industry where high turnover is the norm.
* Negotiated approximately 50 salary offers and dozens of sign-on bonuses/relocation packages annually at both the exempt and nonexempt level.
* Brought workers' compensation program into full compliance. Instituted preferred providers list and trained managers and associates on procedures to follow in case of injury.
* Reduced benefits costs by 15% annually through meticulous recordkeeping and ensuring that company did not pay for benefits for which employees were ineligible.
* Wrote employee manual covering issues including disciplinary procedures, code of conduct and benefits information.
* Introduced company's first formal performance review program, creating a flexible and well-received tool that was later adopted company-wide.
* Revised job descriptions across all levels and 50+ categories. "Shadowed" and interviewed employees to construct an accurate picture of the duties and skills required for each position.

DEF COMPANY -- Brussels  
Leading home healthcare company employing 4500 professionals.  
  
HR Representative, 1997-2002  
HR Assistant, 1995-1997  
  
Promoted to fulfill a broad range of HR functions, including recruiting and training employees, administering benefits, overseeing disciplinary action and managing HR records. Co-chaired annual flex-enrollment meetings, resolved conflicts between employees and insurance carriers, coordinated health fairs to promote employee wellness and performed exit interviews.  
  
Key Results:

* Trained 25-member management team on interviewing techniques and best practices, conducting workshops and one-on-one coaching sessions that contributed to sound hiring decisions.
* Co-developed company's first-ever standardized disciplinary procedures and tracking system that insulated company from legal risk and ensured consistent and fair discipline processes.
* Devised creative and cost-effective incentive and morale-boosting programs (including special events and a tiered awards structure) that increased employee satisfaction and productivity.
* Reworked new-hire orientation program to include HR information and company resources.
* Saved company thousands of dollars every month by reducing reliance on employment agencies. Brought the majority of formerly outsourced recruiting functions in-house to reduce billable hours from 200+ to less than 15 per month.

EDUCATION & CERTIFICATIONS

CALIFORNIA STATE UNIVERSITY   
Bachelor of Arts (BA) in Psychology (with honors), 1994  
Activities: Worked concurrently during college as a sales rep and team supervisor for ABC Video Store.  
  
HR Designations:

* PHR-CA (Professional in Human Resources with CA state-specific certification), 2001
* PHR (Professional in Human Resources), 1999

OF NOTE

Professional Development:

* Complete ongoing training in the areas of compensation and benefits, employee and labor relations, leaves of absence, workers' compensation and workplace safety/security.

Affiliations:

* Society for Human Resource Management (SHRM)
* Staffing Management Association (SMA)

Computer Skills:

* HRIS applications (UltiPro, PeopleSoft Enterprise Human Resources, ADP)
* MS Office (Word, Excel, PowerPoint, Access, Outlook)