

MADELEINE LEMIRE

*Human Resources
Business Partner*

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☎ (123) 456-7890

📍 Seattle, WA

🌐 [LinkedIn](#)

EDUCATION

Bachelor of Arts
Management of Human
Resources

University of Washington

📅 2003 - 2007

📍 Seattle, WA

SKILLS

- Budgeting
- Employee Recruitment
- Creative Problem Solving
- Multilingual (English, Spanish, ASL)
- Data-Driven Decision Making
- Public Speaking
- Presentations
- Human Resource Management System Software (HRMS)

CAREER SUMMARY

HR business partner with 15+ years of diverse HR experience with a proven track record of achieving results. Restructured the Seattle Children's Hospital HR department from the ground up, improving staff retention by 48% and boosting overall employee performance by 31%. Eager to apply my optimism and leadership skills as an HR business partner with Boeing to improve employee experiences and embrace corporate challenges.

WORK EXPERIENCE

HR Consulting Manager

Seattle Children's Hospital

📅 2018 - current 📍 Seattle, WA

- Designed employee benefits packages for 50+ new hires
- Held quarterly 1-on-1 meetings with underperforming staff, improving productivity by 43% and retention rates by 22%
- Resolved 75+ corrective action cases, improving performance by 17%
- Developed new recruitment and acquisition processes, decreasing resume review time by more than 64%

HR Manager

University of Washington

📅 2014 - 2018 📍 Seattle, WA

- Overhauled job descriptions and developed 15+ types of forms for new hires, increasing the number of qualified applicants by 55%
- Implemented new employee onboarding techniques, achieving 91% pre-employment form completion rates within 72 hours
- Wrote and posted 60+ job descriptions, increasing the number of applicants per opening by 74%
- Interviewed 200+ applicants for 16 positions, filling each role within 23 days and decreasing onboarding time by 39%

HR Generalist

Woodland Zoo

📅 2010 - 2014 📍 Seattle, WA

- Collaborated with leadership to design development plans and performance management strategies
- Reworked company organizational structure, role responsibilities, and staffing levels, increasing employee retention by 51%
- Updated performance strategies, including management-employee meetings, increasing retention by 31%
- Coordinated with executives to update work safety standards, eliminating 41% of workplace injuries