

# Virginia Smith

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## Summary

Dedicated hr professional passionate about delivering excellence

## Skills

talent acquisition • recruitment • HR analytics • compensation • employee relations • benefits administration • conflict resolution • performance management

## Experience

**03/2022 - 05/2022**

**HR Senior** - Rodriguez, Winters and Price

- Developed employee training programs
- Developed employee training programs

**10/2019 - 11/2019**

**HR Manager** - Davidson-Ray

- Handled employee relations and conflict resolution
- Handled employee relations and conflict resolution

**05/2022 - 11/2024**

**HR Specialist** - Gilbert Inc

- Implemented performance management system
- Implemented performance management system
- Implemented performance management system

**01/2019 - 01/2023**

**HR Lead** - Cummings-Brown

- Handled employee relations and conflict resolution
- Implemented performance management system
- Implemented performance management system
- Managed recruitment process for 44 positions

## Education

- Master of Business Administration, Williams-Cook University (2014)
- Bachelor of Business Administration, Patterson, Rivas and Miller University (2014)