

# Michele Jones

Email: beardpaul@example.org | Phone: (831)275-3486x3353  
Address: 0502 David Tunnel, West Melissa, IA 71536

## Summary

Experienced hr professional with 4 years of experience

## Skills

employment law • employee relations • performance management • conflict resolution • benefits administration • HR analytics • development • compensation

## Experience

**03/2021 - 12/2022**

**HR Associate** - Olson, Butler and Walton

- Handled employee relations and conflict resolution
- Managed recruitment process for 46 positions
- Managed recruitment process for 23 positions
- Developed employee training programs

**10/2020 - 10/2023**

**HR Senior** - Salas Inc

- Handled employee relations and conflict resolution
- Implemented performance management system
- Managed recruitment process for 16 positions

## Education

- Bachelor of Engineering, Goodman, Black and Lambert University (2014)