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| 234 Corporate Drive  Business Town, ST 11223  222 555 7777  jordanlee@email.com  linkedin.com/in/jordanlee-hr  **E D U C A T I O N**  MBA HR Management  BusinessTown University,  BusinessTown, ST  Graduated: May 2077  B.S. in Psychology  Metro University, CityPlace, ST  Graduated: May 2073  MBA HR Management  BusinessTown University,  BusinessTown, ST  Graduated: May 2077  B.S. in Psychology  Metro University, CityPlace, ST  Graduated: May 2073  **C E R T I F I C A T I O N S**  • SHRM Certified Professional  (SHRM-CP)  • Certified Professional in Learning  and Performance (CPLP)  **S K I L L S**  •Talent acquisition and recruitment  •Employee relations and engagement  •Training and development  •Performance management  •HRIS and data analytics  **L A N G U A G E S**  English (Native)  French (Conversational  **COPYRIGHT ©** [**TEMPLATE.**NET](https://www.template.net/) | **P R O F I L E**  Human Resources Professional with over 8 years of experience in recruitment, employee relations, and HR strategy. Proven track record of aligning HR practices with organizational goals and enhancing workplace culture. Seeking the HR Manager position at FortuneCorp to drive talent development and foster employee engagement.  **W O R K E X P E R I E N C E**  Senior HR Specialist  TradeTech Industries, BusinessTown, ST  July 2079 - Present  • Spearheaded the redesign of the onboarding process, reducing new  hire turnover by 20% in the first year.  • Managed a team of 4 HR associates, overseeing talent acquisition,  training, and employee relations.  • Partnered with department heads to identify training needs,  developing programs that increased productivity by 15%.  HR Generalist  CityBank, CityPlace, ST  June 2074 - June 2079  • Led recruitment efforts for over 100 positions annually, streamlining  the hiring process and improving time-to-fill by 30%.  • Conducted regular employee satisfaction surveys and initiated  feedback-driven changes, boosting overall employee morale.  • Assisted in the rollout of a company-wide performance management  system, resulting in a more structured and transparent appraisal  process.  HR Assistant (Intern)  QuickStart Startups, BusinessTown, ST  January 2073 - May 2073  • Supported the HR team in day-to-day activities, including scheduling  interviews, data entry, and event planning.  • Assisted in creating employee handbooks and policy documents. |
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