

Employee Relations Manager

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Profile

Experienced Employee Relations Manager with over 8 years in fostering positive workplace environments, handling employee disputes, and ensuring organizational compliance with labor laws. Adept at coaching managers and employees on conflict resolution, while promoting company values and culture.

Professional Experience

Employee Relations Manager

XYZ Inc., Chicago, IL

March 2017 – Present

- Lead and manage employee relations issues for a workforce of over 500 employees, ensuring fair and compliant resolution of grievances and disputes.
- Collaborate with HR to implement policies and programs to enhance employee engagement and retention, resulting in a 15% improvement in employee satisfaction.
- Provide coaching and training to management on conflict resolution, performance management, and maintaining a positive work environment.
- Investigate employee complaints, ensuring compliance with local and federal labor laws, and propose corrective actions when necessary.
- Work closely with legal teams to ensure company policies align with employment regulations.

Employee Relations Specialist

ABC Corp., Chicago, IL

July 2013 – February 2017

- Managed day-to-day employee relations activities, ensuring compliance with policies and legal regulations.
- Conducted investigations into workplace complaints and grievances, including harassment, discrimination, and unfair treatment.

- Assisted in the development and rollout of company-wide training programs on communication, ethics, and company culture.
- Analyzed employee feedback and worked with leadership to address concerns and improve organizational culture.

Education

Bachelor of Arts in Human Resources Management
University of Illinois, Urbana-Champaign
2010 – 2013

Certifications

- SHRM-CP (Certified Professional)
- PHR (Professional in Human Resources)

Skills

- Employee Relations & Conflict Resolution
- Labor Law Compliance
- Policy Development
- Employee Engagement Strategies
- Mediation and Negotiation
- HR Software (Workday, ADP)