

JANE PROFESSIONAL

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SUMMARY

A human resource practitioner with more than five years' experience tackling different facets in this function. I have a proven track record of leading the human resource function from collaborating with the hiring team, training and onboarding and I look forward to bringing this expertise to your company.

EXPERIENCE

HR MANAGER, ACME INC.

June 2019 – Present

- Led the adoption of HR and payroll software that resulted in higher efficiency and slashing the cost of compensation as a percentage of revenue by a third in Q1 2020..
- Revamped the employee handbook through data obtained during exit interviews resulting in a rise in employee satisfaction from 85% to 90% and higher since Q4 2020.
- Cut employee attrition rate from 15% in the financial year 2020 to 9% in the 2021 financial year while recruiting the best candidates in the market.

TALENT RECRUITER, ABC ASSOCIATES

August 2016 – April 2019

- Helped grow the technical and product teams by 16 in three months in Q3 2018.
- Mentored 4 interns in the first half of 2019 with 3 receiving return offers from the company.

SKILLS

Google Suite

- Advanced proficiency in Google Sheets for data analysis, collaboration and asynchronous communication with Google Docs.

Hubspot

- Collaborating with the talent recruiters on marketing copy and landing pages during recruitment drives.

EDUCATION

MASOMO UNIVERSITY

Bachelor of Commerce

September 2012- April 2016