



JORDAN LEE

SHRM-CP

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EDUCATION

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

CERTIFICATIONS

- SHRM Certified Professional (SHRM-CP)
- Certified Professional in Learning and Performance (CPLP)

SKILLS

- Talent acquisition and recruitment
- Employee relations and engagement
- Training and development
- Performance management
- HRIS and data analytics

LANGUAGES

English (Native)
French (Conversational)

PROFILE

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.

WORK EXPERIENCE

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.

