



JOAN HENSLEY

HUMAN RESOURCES

CONTACT

joanhensley@email.com 

(123) 456-7890 

Brooklyn, NY 11222 

[LinkedIn](#) 

EDUCATION

Bachelor of Arts

Human Resource
Management

University of Pittsburgh

2010 - 2014

Pittsburgh, PA

SKILLS

PHR certification

ATS (Workday, Jobvite)

Compensation & Benefits

Payroll

Performance Management

CAREER SUMMARY

PHR certified human resources professional with 7 years of experience who is well-versed in designing and administering recruiting, on-boarding, and compensation plans. I am looking to continue developing as a well-rounded HR manager at an established company like Purcell International Group.

WORK EXPERIENCE

Human Resources Manager

StoreBound

March 2018 - current / New York, NY

- Led new talent acquisition and recruitment processes for over 50 new full-time hires
- Administered company-wide compensation and benefit plans
- Conducted employee onboarding and helped organize over 1K hours of training and development initiatives
- Worked with team members 1 to 1 and in small groups to enhance performance and employee satisfaction

Human Resources Manager

Uline

January 2016 - February 2018 / New York, NY

- Collaborated with leadership on recruitment strategies, development plans, performance management, and employee engagement to improve retention rates by 12%
- Provided guidance on employee relations and matters of corrective action that reduced turnover rates by 8%
- Managed company organizational structure, responsibilities, and staffing levels, creating strong hierarchy channels

Human Resources Coordinator

Uline

September 2014 - December 2015 / New York, NY

- Scheduled interviews for candidates across 30 roles
- Managed and administered 100% of pre-employment assessments to prospective candidates
- Assisted with new employee onboarding, and ensured all pre-employment forms were completed within 72 hours
- Collected feedback after final round interviews, and put together comprehensive compensation packages for prospective hires