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 preemployment forms were completed within 72 hours Collected feedback after final round interviews, and put together comprehensive compensation packages for prospective hires