**FIRST LAST NAME**

4567 Main Street, Chico, Illinois 98052 • +1 (716) 555 000 • [janna@example.com](mailto:janna@example.com)

[www.linkedin.com/in/firstlast-name](http://www.linkedin.com/in/firstlast-name)

Human Resources Generalist with 6+ years of experience assisting with and fulfilling organization staffing needs and requirements. A proven track record of using my excellent personal, communication and organization skills to lead and improve HR departments, recruit excellent personnel, and improve department efficiencies. Team player with excellent communication skills, high quality of work, driven and highly self-motivated. Strong negotiating skills and business acumen and able to work independently.

**Experience**

**Human Resource | Mployee.me (formerly Padhakku) Chicago, Illinois**

May, 2016 – Present

* Reviewed, updated, and revised company hiring practices, vacation policies, and other HR policies to ensure compliance with OSHA and all local, state, and federal labor regulations
* Created and maintained a positive and responsive work environment, raising employee retention rates by over 10% to achieve greater than 90% retention over a 2-year period
* Developed recruitment programs to successfully increase minority recruitment and meet affirmative action requirements
* Led the development team to build and deploy a dedicated recruitment website, reducing year-over-year recruitment costs by 14%

**Intern | Mployee.me (formerly Padhakku) Chicago, Illinois**

Jan, 2016 – May, 2016

## Assisted in recruitment outreach to prospective employees, enhancing the talent acquisition process

## Organized and conducted seminars to educate hospital employees about available employment benefit options

## Arranged hospital-wide guest speaker symposia to inform management about new employment laws and techniques for building workplace confidence and morale

* Managed various administrative tasks to support HR operations efficiently and effectively

**Projects**

**Employee Engagement and Retention Initiative: Mployee.me Chicago, Illinois**

Dec, 2020 – Mar, 2021

## Developed a comprehensive employee engagement program, resulting in a 15% increase in employee satisfaction

## Conducted regular employee feedback surveys and analyzed results to identify areas for improvement, leading to actionable changes in workplace policies

## Organized quarterly team-building activities and recognition events to foster a positive work environment and enhance employee morale

**Skills**

* Type 96WPM
* Proficient with project management software
* Team player
* Machine Learning
* Conflict management
* Data analytics

**Education**

**Bachelor of Arts Human Resources Management | Jasper University | Ft. Lauderdale, Fl**

May, 2014 – Apr, 2016

**Extra-Curricular Activities**

* Volunteered for Environmental conservation activity at Mployee.me

**Delete this Page**

Make sure to check your Resume ATS Score from here: [**Scan My Resume**](https://openinapp.link/new-resume-template-scan)  
  
It is always advisable to maintain a score of 75% atleast.

Visit us at [**www.mployee.me**](http://www.mployee.me)

For Professional Resume Writing Services, reach out to us on WhatsApp here: [**Get Help**](https://wa.openinapp.co/whatsapp-mployee-me-manychat)

Want to delete this watermark, click here: [**Remove Watermark**](https://www.youtube.com/watch?v=i3ofxmY-x_k)