

Jane Doe

Human Resources MBA



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◆ Summary

Results-driven and strategic HR professional with 8 years of experience in talent management, organizational development, and benefits administration. Proven track record of improving employee engagement by 30% and reducing turnover by 25% through effective HR initiatives.

◆ Experience

Human Resources Manager

Jan 2018 - Present

ABC Corporation

New York, NY

Develop and implement comprehensive HR strategies to drive business growth and improve employee engagement.

- Spearheaded the implementation of a new performance management system, resulting in a 25% increase in employee productivity and a 15% reduction in turnover
- Designed and delivered training programs for over 500 employees, resulting in a 90% participant satisfaction rate and a 20% increase in employee engagement
- Collaborated with senior leaders to develop and implement diversity and inclusion initiatives, resulting in a 30% increase in diverse hiring and a 25% increase in employee retention

HR Generalist

Jun 2015 - Dec 2017

DEF Company

Los Angeles, CA

Provided comprehensive HR support to employees and management, including recruitment, benefits administration, and employee relations.

- Recruited and hired over 100 new employees, resulting in a 25% reduction in time-to-hire and a 15% reduction in recruitment costs
- Administered employee benefits programs, including health, dental, and vision insurance, resulting in a 95% employee satisfaction rate and a 10% reduction in benefits costs
- Investigated and resolved employee complaints, resulting in a 90% resolution rate and a 25% reduction in employee grievances

◆ Education

MBA

2015

University of California, Los Angeles

Los Angeles, CA

Master of Business Administration (MBA), Human Resources

3.8/4.0

◆ Skills

Talent Management
Organizational Development
Benefits Administration
Employee Engagement
Diversity and Inclusion
Recruitment and Hiring
Employee Relations
HRIS Systems
Performance Management
Training and Development

◆ Languages

English	Native
Spanish	Fluent

◆ Certificates

Society for Human
Resource Management
(SHRM) Certified
Professional (SHRM-CP)

2018

Society for Human Resource
Management

Certified professional in human
resources with expertise in talent
management, organizational
development, and benefits
administration.

HR Certification Institute
(HRCI) Professional in
Human Resources (PHR)

BS

University of Southern California

Bachelor of Science, Business Administration

2010

Los Angeles, CA

3.5/4.0

2015

HR Certification Institute

Certified professional in human resources with expertise in recruitment, employee relations, and benefits administration.

◆ Awards

HR Professional of the Year

2020

National Human Resource Association

Recognized as the HR professional of the year for outstanding contributions to the field of human resources.

Diversity and Inclusion Award

2019

Diversity and Inclusion Council

Recognized for outstanding contributions to diversity and inclusion initiatives in the workplace.

◆ Hobbies

Volunteering

Hiking

Reading