***CONTACT DETAILS***

1737 Marshville Road,

Alabama

(123)-456-7899

info@website.com

**[www.Website.com](http://www.Website.com)**

***SKILLS***

Human Resource Management, Registered Nurse, Time Management, Computer

***LANGUAGES***

English (Native) French (Professional) Spanish (Professional)

***INTERESTS***

Climbing Snowboarding Cooking Reading

***REFERENCES***

Reference – 1 (Company Name)

Reference – 2 (Company Name)

Robert Smith

***Lead Human Resource Manager***

# PERSONAL STATEMENT

Organized, efficient & reliable Human Resource professional with progressive hands on experience within diverse organizations from start- ups to industry leaders. Broad knowledge of HR principles & laws. Effective at building relationships at all levels within an organization to support business needs. Conscientious and resourceful adviser with a reputation for sound judgment and achieving positive results in demanding environments.

# WORK EXPERIENCE

## Lead Human Resource Manager

### ABC Corporation - 2011 – Present

*Responsibilities:*

* Promoted to fulfill a broad range of hr functions, including recruiting and training employees, administering benefits, overseeing disciplinary action and managing hr records.
* Resolved conflicts between employees and insurance carriers, coordinated health fairs to promote employee wellness and performed exit interviews.
* Trained 25-member management team on interviewing techniques and best practices, conducting workshops and one-on-one coaching sessions that contributed to sound hiring decisions.
* Co-developed companys first-ever standardized disciplinary procedures and tracking system that insulated a company from legal risk and ensured consistent and fair discipline processes.
* Devised creative and cost-effective incentive and morale-boosting programs (including special events and a tiered awards structure) that increased employee satisfaction and productivity.
* Reworked new-hire orientation program to include hr information and company resources. Fostered a teamwork/open-door environment conducive to positive dialogue across the organization.
* Instituted preferred providers list and trained managers and associates on procedures to follow in case of injury.

## VP Admin Assistant

### ABC Corporation - 2007 – 2011

*Responsibilities:*

* Coordinated travel arrangements, maintained database and ensured the delivery of premium service to students.
* Quickly became a trusted assistant known for &quot;can-do&quot; attitude, flexibility and high-quality work.
* Established strong relationships to gain support and effectively achieve results.
* Helped coordinate dozens of events (average of 12 large gatherings per year) that contributed to consistently high enrollment levels.
* Provided timely, courteous and knowledgeable response to information requests; screened and transferred calls; and prepared executive staff meeting itineraries.
* Co-developed comprehensive, 60-page training manual that enabled faster ramp-up for newly hired support staff.
* Developed innovative powerpoint presentation used by the office of admissions to market executive support programs to potential students.

**Education**

Bachelor Of Science in Business Administration/Human Resources - (OTTAWA UNIVERSITY - Ottawa, ON)