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| **Jonathan Burns**  HR Manager Resume | | |
| **CONTACT INFORMATION**  Sometown, CA 90000  (714) 555-5555  jb@somedomain.com  LinkedIn UR |  | **EMPLOYMENT HISTORY**  **ABC COMPANY** Some town, CA Provides voice and data communications systems for small and mid-sized companies*.*  **Key Results:**   * Negotiated approximately 50 salary offers and dozens of sign-on bonuses/relocation packages annually at both the exempt and nonexempt level. * Brought workers’ compensation program into full compliance. Instituted preferred providers list and trained managers and associates on procedures to follow in case of injury. * Cut benefits costs by 16% by negotiating favorable contracts and ensuring that company did not pay for benefits for which employees were ineligible. * Wrote employee manual covering company policies, disciplinary procedures, code of conduct, FMLA policy and benefits information. * Introduced company’s first formal performance review program, creating a flexible and well-received tool that was later adopted company-wide.   **DEF COMPANY** Some town, CA Leading home healthcare company employing 4,500 professionals.  **Key Results:**   * Trained 25-member management team on interviewing techniques and best practices, conducting workshops and coaching sessions that contributed to sound hiring decisions. * Co-developed company’s first standardized disciplinary procedures and tracking system that insulated 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. |
| **EDUCATION**  **Bachelor of Arts (BA) in Psychology (with honors)** California State University  Some town, CA  Worked during college as a sales rep and team supervisor for ABC Retail Store. |  |
| **SKILLS**   * HR Department Startup * Employment Law * FMLA/ADA/EEO/WC * Mediation & Advocacy * HR Policies & Procedures * Staff Recruitment & Retention * Employee Relations * Alternative Dispute Resolution * Benefits Administration * HR Program/Project Management * Orientation & Onboarding * HRIS Technologies * Training & Development * Performance Management * Organizational Development |  |