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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, CAProvides 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, CALeading 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.
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| **EDUCATION****Bachelor of Arts (BA) in Psychology (with honors)** California State University Some town, CAWorked 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
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