**HR MANAGER RESUME**

Emmylou Anthony

emmylou.anthony@gmail.com

(929) 555-7733

linkedin.com/in/emmylouanthony

**Resume Summary**

Professional, people-first HR manager with 5+ years in human resources and 3 years in HR management jobs. 2018 HR Executive of the Year award winner, HRIS certification, and SHRM-SCP certified. Looking to utilize expertise with organizations of 150+ people to manage the HR department at Subway Development.

**Professional Experience**

**Human Resources Manager, May 20XX–May 20XX, Synergy Apps, Maspeth, NY**

* Oversaw a human resources department of 5 team members and their various functions.
* Effectively liaised between senior management and employees to maintain and improve company-employee relations.
* Researched, recruited, staffed, onboarded, and trained new company hires according to the needs of department managers and company budget.
* Ensured compliance of company directives, regulatory concerns, and health and safety protocols.
* Administered payroll, company benefits packages, corporate events, and teambuilding meetings and outings.
* Awarded the 20XX “HR Executive of the Year” from HRPRO for the Northeast US region.
* Implemented a new onboarding process which cut down training times by 2 days.

**Human Resources Specialist, April 20XX–May 20XX, Gromleeb Gaming, Bronx, NY**

* Prepared and updated employment records, including pension plans, compensation packages, benefits, disciplinary behavior, and disputes.
* Administered and processed paperwork related to new hires, job candidates, employment concerns and complaints, and pre-employment tests.
* Mentored new recruits, provided onboarding seminars, and conducted group and individual training sessions.

**Education**

MS in Human Resource Management

Marymount Manhattan College, New York, NY

Graduation: 20XX

**Relevant Coursework:** Labor and Employment Relations, Business Management, Human Resource Management, Employee Retention, Organizational Culture, Human Resource Ethics.

BS in Business Administration (Human Resource Specialty)

Baruch College, New York, NY

Graduation: 20XX

**Relevant Coursework:** Labor Relations, Human Resource Administration, Business Fundamentals, Organizational Behavior, Industrial-Organizational Psychology, Social Business Environments.

**Skills**

* Employee Selection & Development
* Occupational Safety
* Employment Law
* Recruitment & Onboarding
* Organizational Communication
* Developing Training Programs

**Certifications**

* 20XX SHRM Senior Certified Professional (SHRM-SCP)
* 20XX ATD Certified Professional in Learning & Performance (CPLP)
* 20XX HRIS Certification / HRIP Certification