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| **EMPLOYMENT HISTORY** |
| **HR Manager**[Company Name] [City], [State] 20XX to 20XX**Responsibilities*** Introduced company’s first formal performance review program, creating flexible and well-received tool adopted company-wide.
* Developed procedures for improving organization and efficiency while creating, maintaining, and administering all personnel files and managing all documentation related to employment.
* Utilized list computer software to manage personnel files, track requirements/payroll, and other duties.
* Reworked new-hire orientation program to include HR information and company resources.
* Played a key role in employee conflict issues and assisted managers in mitigating conflicts promptly to fulfill and surpass company expectations.

**Office Manager**[Company Name] [City], [State] 20XX to 20XX**Responsibilities*** Directed office operations to ensure top productivity; managed all mailing and shipping needs, office supplies, filing, and scanning, while guaranteeing top-level customer service at all times.
* Handled complex problems and worked with customers to ensure all discrepancies are resolved quickly.
* Maintained detailed records of billing through reconciliation processes.
* Maintained calendar for coordinating schedules, arranging consultations, and scheduling appointments.
* Captured and entered confidential information into specific files and forms from recorded material.
* Functioned as bookkeeper, posting all expenses, handled bank deposits, and reconciled all quarterly reports.
* Recognized as a leader with strengths in project management, administration, marketing, and business development.
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| **EDUCATION** |
| [School Name] [City], [State] or [Country] if internationalList Graduation Years If Within the Last Ten Years Complete Degree Name (Candidate) **Major** (GPA: List if over 3.3) |
| **SKILLS** |

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| * Human Resources Operations
* Employee Engagement
* Performance Management
* Employee Relations
* Onboarding
* Talent Management
* Process Improvement
* Compliance
* Strategic Planning
* Employee Benefits
* Change Management
* HRIS & HRMS
* Due Diligence & Risk Management
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