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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. |
| **EDUCATION** |
| [School Name] [City], [State] or [Country] if international List 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 |