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| **Anthony Gentile** HR Manager Resume |

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| **CONTACT INFORMATION** (123) 456-7890 anthony@example.com New York, NY 12345 linkedin.com/in/your name |  | **EDUCATION**Bachelor of Science (BS) Human Resource ManagementSyracuse University, Syracuse, NY 2016 |
| **OBJECTIVE STATEMENT**Service-oriented HR Manager with seven years of experience. Strong background implementing HRIS technologies to make companies more efficient and effective. Naturally curious and committed to gaining and applying new expertise.. | **EXPERIENCE****HR Manager**Delta Dental, New York, NY October 2018 to PresentLargest dental practice in New York City with 1,000+ employees* Manage administration and dispersal of $5M+ in annual benefits and compensation
* Lead employee resource group and plan events to drive engagement, which has improved retention by 30%
* Oversee all HR functions, lead the response to any labor or compensation issues, drive recruitment initiatives, and manage employee onboarding
* Set overarching strategy for employee relations and cross-functional collaboration for support staff who work remotely

**Assistant HR Manager**Avail Dental Insurance, New York, NY June 2016 to October 2018Boutique insurance firm with 100+ employees* Served as point of contact for HR matters and found solutions to employee conflicts and compensation issues, reducing talent turnover rate by over 25%
* Helped hire and train over 15 new employees
* Created a new performance appraisal system
* Standardized training processes
* Created a database to increase knowledge sharing
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| **LEADERSHIP/VOLUNTEER*** Employee Relations
* HR Administration
* HRIS Technology
* Payroll Administration
* Process Improvement
* Talent Acquisition

**CERTIFICATION**Professional in Human Resources (PHR)Human Resource Certification Institute (HRCI) 2017 |