[First Last Name]

[City, State] | [email@example.com] | [Phone Number] | [LinkedIn URL]

PROFESSIONAL SUMMARY

Results-driven **Human Resources Generalist** with [X] years of experience supporting full employee lifecycle across recruitment, onboarding, employee relations, performance management, and HR operations. Adept at partnering with leaders to align HR initiatives with business goals while ensuring compliance with [federal/state] employment laws. Proven track record in streamlining HR processes, improving employee engagement, and leveraging **HRIS and data analytics** to drive informed decisions. Recognized for strong communication skills, trust-building, and a balanced approach to employee advocacy and organizational needs.

EXPERIENCE

[Human Resources Generalist] | **[Mid-Sized Technology Company]**

[Month Year] – Present | [City, State]

- Managed the full-cycle HR support for approximately [XXX] employees, including recruitment, onboarding, employee relations, and offboarding, contributing to a [X]% improvement in time-to-fill and a [X]% reduction in first-year turnover.
- Implemented and maintained [HRIS Platform, e.g., Workday/BambooHR/ADP Workforce Now], ensuring accurate employee records, standardized workflows, and data integrity, which reduced manual administrative tasks by [X]%.
- Advised managers on performance management, corrective actions, and policy interpretation, resolving [X]+ employee relations cases annually while maintaining compliance with [FLSA, FMLA, ADA, EEO] and minimizing risk of disputes.

[Human Resources Coordinator] | **[Professional Services Organization]**

[Month Year] – [Month Year] | [City, State]

- Coordinated end-to-end recruitment logistics for [entry-level and mid-level] roles, including job postings, resume screening, scheduling interviews, and reference checks, supporting the hiring of [XX+] employees per year.
- Administered onboarding and orientation programs, prepared new hire documentation, and ensured completion of I-9 and background checks, resulting in a consistent and compliant new hire experience with [X]% completion rate by Day 1.
- Supported benefits administration, open enrollment, and employee data changes in [HRIS/Payroll System], responding to employee inquiries and helping to achieve a [X]% reduction in benefits-related ticket volume through clear documentation and communication.

EDUCATION

[Bachelor of Arts in Human Resource Management] | **[University Name]**

[Month Year] – [Month Year] | [City, State]

Relevant Coursework: [Employment Law], [Organizational Behavior], [Compensation & Benefits], [HR Analytics]

[Professional Certification in HR (e.g., SHRM-CP / PHR)] | **[Issuing Organization]**

[Month Year] – [Month Year] | [Location or Online]

Focus: [HR Operations], [Talent Acquisition], [Employee & Labor Relations], [Risk Management]

SKILLS

HR & Technical: [HRIS (e.g., Workday, BambooHR, ADP)], [Applicant Tracking Systems], [Payroll & Timekeeping Systems], [MS Excel (VLOOKUP, PivotTables)], [HR Reporting & Metrics], [Benefits Administration], [Document Management].

Core HR Competencies: [Recruitment & Selection], [Onboarding & Offboarding], [Employee Relations], [Performance Management], [Policy Development & Interpretation], [Compliance (FLSA, FMLA, ADA, EEO)], [Training Coordination].

Soft Skills: [Communication], [Conflict Resolution], [Stakeholder Management], [Attention to Detail], [Discretion & Confidentiality], [Problem-Solving], [Time Management], [Adaptability].

PROJECTS

[HR Process Optimization Initiative] | **[Current or Previous Employer]**

[Month Year] – [Month Year]

- Mapped existing HR workflows for onboarding, employee changes, and offboarding, identifying bottlenecks and redundancies that contributed to delays and inconsistent documentation.

- Collaborated with HR leadership and IT to configure automated workflows within [HRIS/ATS Tool], standardizing approval steps and notifications, which reduced onboarding processing time by approximately [X]%.
- Developed step-by-step process guides and checklists for HR and hiring managers, improving compliance with internal controls and achieving a measurable decrease in data entry errors.

[Employee Engagement & Communication Project] | [Organization Name]
[Month Year] – [Month Year]

- Coordinated an annual employee engagement survey using [Survey Tool, e.g., Qualtrics/SurveyMonkey], achieving a participation rate of [X]% through targeted communication and reminders.
- Analyzed survey results, segmented feedback by department and tenure, and prepared executive-ready dashboards and summaries to highlight key trends, strengths, and areas for improvement.
- Partnered with managers to design and track action plans (e.g., recognition programs, communication forums, training sessions), contributing to an increase in overall engagement scores by [X] points year-over-year.