

[First Last Name]

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

PROFESSIONAL SUMMARY

Strategic **[Human Resources Manager]** with [X+] years of experience leading full-cycle HR operations, talent strategies, and organizational development in [industry/industries]. Proven track record of designing scalable HR programs, improving employee engagement, and partnering with senior leadership to align people initiatives with business goals. Adept at driving data-informed decisions, optimizing HR processes, and fostering inclusive, high-performance cultures across multi-site or hybrid workforces.

PROFESSIONAL EXPERIENCE

[Human Resources Manager] | [Mid-Sized Technology Company]

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

- Led end-to-end HR operations for a workforce of [XXX] employees across [X] locations, overseeing talent acquisition, performance management, employee relations, and compliance, resulting in a [X%] improvement in overall HR service satisfaction scores.
- Designed and implemented a structured performance management framework, including goal-setting, calibration, and feedback processes, which increased timely completion of reviews from [X%] to [Y%] and improved average performance ratings alignment with business outcomes.
- Partnered with department leaders to reduce voluntary turnover by [X%] year-over-year through targeted engagement initiatives, manager training, and data-driven retention plans based on exit interview and survey analytics.

[Senior HR Generalist] | [Global Manufacturing Organization]

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

- Managed full-cycle recruitment for [X–Y] requisitions per month across operations, corporate, and technical roles, reducing average time-to-fill from [X] to [Y] days through proactive sourcing, structured interviews, and hiring manager coaching.
- Administered and improved core HR processes, including onboarding, benefits enrollment, and leave management, enhancing new hire ramp-up time by [X%] and increasing first-90-day retention to [Y%].
- Advised managers on complex employee relations matters, performance issues, and policy interpretation, resolving [X%] of cases at the earliest stage and ensuring alignment with [federal/state] employment laws and internal policies.

EDUCATION

[Bachelor of Science in Human Resource Management] | [University Name]

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

- Relevant coursework: [Employment Law], [Organizational Behavior], [Compensation & Benefits], [Labor Relations], [HR Analytics].

[Professional Certification: SHRM-CP / PHR] | [Issuing Organization]

[Month Year] – [Month Year/Present]

- Focus on [talent acquisition], [employee relations], [HR compliance], and [strategic HR planning].

SKILLS

- **HR Strategy & Operations:** Workforce planning, HR policy development, organizational design, HR metrics & dashboards.
- **Talent Management:** Full-cycle recruitment, employer branding, performance management, succession planning, onboarding.
- **Employee Relations & Culture:** Conflict resolution, investigations support, engagement initiatives, diversity & inclusion advocacy.
- **Compensation & Benefits:** Salary benchmarking, job evaluation, pay-for-performance frameworks, benefits administration support.
- **HR Systems & Tools:** [Workday], [SAP SuccessFactors], [ADP Workforce Now], [Greenhouse/Lever], MS Excel (VLOOKUP, PivotTables), HRIS reporting.
- **Compliance & Risk Management:** [FLSA], [FMLA], [EEO/AA], [ADA], policy interpretation, audit readiness, documentation best practices.
- **Leadership & Soft Skills:** Stakeholder management, change management, coaching managers, presentation skills, discretion, and decision-making.

SELECTED HR PROJECTS

[Performance Management Redesign Initiative] | [Company Name]

[Month Year] – [Month Year]

- Led a cross-functional project team to revamp the performance management process, introducing role-specific competencies, quarterly check-ins, and manager toolkits, which increased employee perception of fairness and clarity in reviews by [X%] based on engagement survey results.

[Employee Engagement & Retention Program] | [Company Name]

[Month Year] – [Month Year]

- Implemented a structured engagement program including pulse surveys, recognition initiatives, and manager listening sessions, contributing to a [X-point] increase in overall engagement score and a [Y%] reduction in regrettable turnover within key departments.