[Full Name]

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

PROFESSIONAL SUMMARY

[Detail-oriented **Human Resources Specialist** with [X]+ years of experience supporting full employee lifecycle, from recruitment and onboarding to performance management and offboarding. Proven track record of improving HR processes, enhancing employee engagement, and ensuring compliance with employment laws and company policies. Adept at partnering with managers to resolve employee relations issues and implement data-driven HR initiatives. Known for strong communication skills, discretion with sensitive information, and a consultative approach that balances business needs with employee advocacy.]

PROFESSIONAL EXPERIENCE

[Human Resources Specialist] | [ABC Technology Solutions]

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

- [Administer end-to-end recruitment for [X] open roles per quarter, including job posting, screening, interviewing coordination, and offer support, reducing average time-to-fill by [X]% through structured processes and close collaboration with hiring managers.]
- [Serve as primary point of contact for employee relations inquiries for a population of [X] employees, conducting investigations, documenting findings, and recommending corrective actions in alignment with company policies and local labor regulations.]
- [Support HR operations by maintaining accurate employee records in [HRIS: e.g., Workday/BambooHR/UKG], preparing HR reports and dashboards, and assisting with benefits administration, open enrollment, and policy communication to improve data accuracy and employee understanding.]

[HR Coordinator] | [Global Services Group]

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

- [Coordinated onboarding for new hires, including offer documentation, background checks, orientation scheduling, and new-hire paperwork, achieving a [X]% on-time completion rate and improving new-hire satisfaction scores on post-onboarding surveys.]
- [Supported performance review cycles by tracking completion, preparing manager guidance materials, and compiling performance data, helping increase on-time review completion from [X]% to [Y]% across assigned departments.]
- [Assisted in developing and updating HR policies, employee handbook content, and standard operating procedures; communicated changes via email campaigns and intranet posts, ensuring clear understanding and compliance among staff.]

EDUCATION

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

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

- [Relevant Coursework: Employment Law, Organizational Behavior, Compensation & Benefits, Talent Acquisition, HR Analytics]
- [Honors/Activities: [e.g., Member, Society for Human Resource Management (SHRM) Student Chapter]]

[Professional Certification in Human Resources (e.g., SHRM-CP / PHR)] | [Certifying Body]

[Month Year] – [Month Year]

- [Focused on HR operations, employee relations, compliance, and strategic HR practices aligned with current industry standards.]

SKILLS

HR & Technical Skills

- [Recruitment & Talent Acquisition]
- [HRIS Platforms (e.g., Workday, BambooHR, ADP, UKG)]
- [Employee Relations & Conflict Resolution]
- [Performance Management & Feedback Processes]
- [Benefits & Leave Administration]
- [HR Compliance & Employment Law Basics]
- [HR Reporting & Data Analysis (Excel, HR Dashboards)]

Professional & Soft Skills

- [Confidentiality & Ethical Judgment]
- [Stakeholder Communication & Consultation]
- [Attention to Detail & Documentation Accuracy]
- [Problem-Solving & Decision-Making]
- [Time Management & Prioritization]
- [Change Management Support]
- [Training & Employee Orientation Facilitation]

SELECTED HR PROJECTS

[Onboarding Process Improvement Initiative] | [ABC Technology Solutions]

[Month Year] – [Month Year]

- [Mapped the existing onboarding workflow and identified bottlenecks in documentation and IT provisioning, collaborating with cross-functional teams to design a streamlined checklist and standardized communication templates.]
- [Implemented a centralized onboarding tracker in [Tool: e.g., Excel/SharePoint/HRIS module], enabling real-time visibility for HR and hiring managers and reducing onboarding-related delays by [X]%.]

[Employee Engagement Survey & Action Plan] | [Global Services Group]

[Month Year] – [Month Year]

- [Supported the rollout of a company-wide engagement survey by coordinating communications, tracking participation, and assisting in the analysis of results using [Tool: e.g., Excel/Survey Platform Analytics].]
- [Partnered with HR leadership to create department-level action plans addressing key themes such as recognition, career development, and communication, contributing to a [X]-point increase in engagement scores in the following cycle.]