




# Name

Address	
Phone number	
Email Address	
LinkedIn Profile link	

Human Resources Generalist with 6+ years experience of assisting with and fulfilling organisation staffing needs and requirements. A proven track record of using my excellent personal, communication and organisation skills to lead and improve HR departments, recruit excellent personnel and improve department efficiencies. Team player with excellent communication skills, high quality of work, driven and highly self-motivated. Strong negotiating skills and business acumen and able to work independently.

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## Experience

2014 – PRESENT

### Human Resources Generalist/Lamna Healthcare Company, Chico, Illinois

Review, update and revise company hiring practices, holiday and other human resources policies to ensure compliance with OSHA and all local, regional and national work regulations. By creating and maintaining a positive and responsive work environment, raised employee retention rates by over 10% to achieve a greater than 90% employee retention over a 2-year period. Developed recruitment programmes to successfully increase minority recruitment and meet affirmative action requirements. Lead development team to build and deploy a dedicated a recruitment website which reduced year-over-year recruitment costs by 14%.

JUNE 2012 – AUGUST 2014

### Human Resources Intern/ZDF Hospital, Boomtown, Ohio

Assisted in recruitment outreach to prospective employees. Organised and conducted several seminars for hospital employees to educate and update them regarding available employment benefit options. Arranged hospital-wide guest speakers symposia to educate management about new employment laws and workplace confidence and morale building techniques. Administrative tasks.

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## Skills

Type 96WPM • Proficient with Workday • Team player • Excellent time management skills • Conflict Management • Public Speaking • Data analytics

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## Education

MAY 2012

### Bachelor of Arts Human Resources Management/Beachy University, Sunny, Florida

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## Activities

Literature • Environmental conservation • Art • Yoga • Skiing • Travel