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SKILLS & COMPETENCIES

HRIS | Data analysis | Onboarding | Recruiting | Employee Relations | Conflict Resolution | SAP | Zoho Recruit | Labor Laws & Regulatory Compliance | Training & Performance Management

COURSES & TRAINING

- **Data Handling Training (02/2013)**
KeenAlignment – A Leader in Cultural Alignment Consulting
- **General Industry Safety & Health Training (10/2012)**
Occupational Safety and Health Center

CERTIFICATES

- **Certified Professional Human Resources (PHR) (2014)**
HR Certification Institute
- **Behavioral Interviewing Certification (03/2013)**
KeenAlignment – A Leader in Cultural Alignment Consulting

EDUCATION

MBA in Human Resources Management
University of Indianapolis
2011 – 2013

Bachelor of Arts in Applied Psychology
Indiana University – Purdue University Indianapolis
2008 – 2011

LANGUAGES

English – Native or Bilingual Proficiency
Spanish – Full Professional Proficiency
German – Professional Working Proficiency
Italian – Professional Working Proficiency

JOHN SMITH

HR Professional



Astute and exceptionally dedicated professional with **6+ years of experience in human resources management** operations. Equipped with a solid commitment to providing high-quality support to the management for consistent growth and development of human resources of diverse companies. Demonstrated success in developing and executing training programs to optimize employee capabilities.

WORK EXPERIENCE

HR Generalist

The Good Hire Solutions

06/2016 – Present | Bloomington, IN

- Administer the onboarding process of newly hired employees by initiating pre-employment checks, drug screening, and first-day orientations to acquaint them with the company's operational procedures and policies.
- Perform effective formal/informal coaching and mentorship to various associates at all organizational levels in an impactful, collaborative, and consultative manner.
- Serve as a Business Partner executing strategic HR initiatives across departments, from staffing and performance management to compensation planning, succession planning, and employee communication, among others.
- Proficiently utilize the company's HRIS system to enter, manage, and monitor pertinent HR-related information.
- Conduct a thorough investigation on complaints brought forward by employees, such as discrimination claims and policy violations to come up with appropriate and prompt resolutions.
- Conduct exit interviews documenting all feedback in accordance with the established HR standard operating procedures.

HR Coordinator

Better People Management Corp.

04/2013 – 05/2016 | Evansville, IN

- Oversaw the recruiting, hiring, and onboarding process by performing background checks, conducting interviews, issuing employment contracts, and facilitating orientations.
- Devised and implemented strategic HR programs promoting health and wellness initiatives, which remarkably enhanced employee engagement.
- Recommended and implemented an Affirmative Action Plan that enabled the company to recruit and hire the most qualified individual to effectively meet the business' rapidly changing needs.
- Assisted the HR Manager in accomplishing various human-resource-related activities, including but not limited to drug testing, coaching, counseling, benefit explanation, and performance management.
- Supported the execution of various developmental programs for both existing and new employees for their continuous personal and professional growth.
- Provided immediate response to all general inquiries regarding HR policies, employment laws, and compliance.