



# YOUR NAME

## HR MANAGER

### CONTACT

- (555) 123-4567
- your.email@email.com
- 123 Business Ave.  
New York, NY 10001
- linkedin.com/in/yourname

### CORE COMPETENCIES

- Recruitment & Talent Acquisition
- Employee Relations
- Onboarding & Orientation
- Performance Management
- HRIS & Data Management
- Policy Development & Compliance
- Training & Development
- Conflict Resolution
- Benefits Administration
- Workforce Planning
- Change Management
- Diversity, Equity & Inclusion

### EDUCATION

**Master of Business Administration**  
Human Resource Management  
New York University  
New York, NY  
2012

**Bachelor of Science**  
Business Administration  
State University of New York  
Albany, NY  
2010

### CERTIFICATIONS

- SHRM-SCP, Society for Human Resource Management
- Professional in Human Resources (PHR)



### PROFESSIONAL SUMMARY

Results-driven HR Manager with 8+ years of experience leading human resources functions across diverse industries. Proven track record in talent acquisition, employee relations, performance management, and HR policy development. Passionate about building positive workplace cultures, driving employee engagement, and aligning HR strategies with business goals to support organizational growth.



### WORK EXPERIENCE

**HR MANAGER** | ABC CORPORATION Jan 2020 – Present

- Lead HR operations for a 500+ employee organization across multiple locations.
- Oversee full-cycle recruitment, onboarding, and offboarding processes.
- Develop and implement HR policies and procedures ensuring compliance with federal, state, and local regulations.
- Manage employee relations and resolve complex workplace issues.
- Administer performance management programs and employee development plans.
- Partner with leadership to drive culture initiatives and employee engagement.
- Utilize HRIS (Workday) to track metrics, generate reports, and support data-driven decision making.

**HR GENERALIST** | XYZ SOLUTIONS Jun 2016 – Dec 2019

- Supported HR functions for a 250-employee technology company.
- Coordinated recruitment efforts and interviewed candidates for open positions.
- Facilitated new employee onboarding and orientation programs.
- Maintained employee records and ensured accuracy in HRIS systems.
- Assisted in policy updates and ensured compliance with labor laws.
- Organized training sessions on HR policies, compliance, and soft skills.

**HR COORDINATOR** | DEF SERVICES Jan 2014 – May 2016

- Provided administrative support to the HR department.
- Managed employee data, benefits enrollment, and documentation.
- Assisted with performance reviews and employee feedback initiatives.

- HR Certification Institute
- LEAN HR Certification

- Supported HR projects and special assignments.



## KEY ACHIEVEMENTS

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- Reduced Time-to-Hire by 30% through process improvements and strategic sourcing.
- Increased Employee Engagement Score by 15% in 12 months through culture initiatives.
- Achieved 100% Compliance in HR audits for 3 consecutive years.