



AMELIA MOORE

Junior Employee Relations Representative

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Employee Onboarding



Labor Relations



Hr Compliance



Policy Development



Employee Advocacy



Workplace Mediation



🎯 INTERESTS

🔧 DIY Projects ✂️ Crafting

🌀 Meditation 🏛️ History

👊 STRENGTHS

🌿 Humility 💡 Innovation

👁️ Insightfulness ✅ Integrity

🗣️ LANGUAGES



English

French

Dutch

🌟 ACHIEVEMENTS

🌟 Facilitated conflict resolution workshops, improving team collaboration by 30%.

🌟 Implemented employee feedback systems, increasing engagement scores by 25%.

👤 PROFESSIONAL SUMMARY

Motivated professional with 5 years of experience in employee relations, focusing on conflict resolution and policy compliance. Skilled in fostering collaborative workplace environments and enhancing employee engagement. Adept at interpreting policies and addressing employee concerns to drive organizational success and satisfaction.

💼 WORK EXPERIENCE

Junior Employee Relations Representative

📅 Mar / 2022-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Provided comprehensive staffing services and solutions for employee-related inquiries.
2. Acted as the primary contact for contingent staff, addressing employment-related questions.
3. Supported a workforce of 500 contingent staff and collaborated with 20 managers.
4. Educated contingent employees on compliance with company and governmental regulations.
5. Promoted employee morale and efficiency through engagement initiatives.
6. Organized events to enhance workplace culture and team spirit.
7. Resolved human relations issues in collaboration with management to determine effective actions.

Employee Relations Representative

📅 Mar / 2020-Mar / 2022

Crescent Moon Design

📍 Portland, OR

1. Managed daily administration of collective bargaining agreements for 1500 represented employees.
2. Oversaw recruitment processes for both union and salary positions across two plants.
3. Represented the company at various recruiting events, enhancing talent acquisition.
4. Served as a liaison for over 2000 employees on ADA, FMLA, and other compliance issues.
5. Conducted focus groups and surveys to evaluate organizational climate and employee satisfaction.
6. Assisted in training and onboarding for approximately 175 employees across multiple divisions.

🎓 EDUCATION

Bachelor of Science in Human Resource Management

📅 Mar / 2018 Mar / 2020

University of Illinois

📍 Denver, CO

Focused on employee relations, organizational behavior, and HR strategies.