



EMMA JOHNSON

Generalist

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🌐 www.qwikresume.com

SKILLS

Document Management



Office Suite Proficiency



Spreadsheet Management



Quality Assurance



Risk Management



Compliance Knowledge



INTERESTS

★ Surfing

🥋 Martial Arts

👥 Community Service

📝 Blogging

STRENGTHS

⌚ Patience

🏔️ Perseverance

📅 Planning

⚙️ Positivity

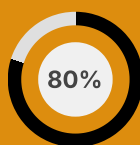
LANGUAGES



English



Spanish



German

ACHIEVEMENTS

★ Reduced employee turnover by 15% through enhanced engagement programs.

★ Streamlined recruitment processes, cutting time-to-hire by 20%.

PROFESSIONAL SUMMARY

Accomplished Generalist with a decade of experience in human resources and operational management. Expertise in enhancing team dynamics, streamlining processes, and driving employee engagement initiatives. Passionate about implementing strategic solutions that foster a thriving workplace culture and support organizational objectives.

WORK EXPERIENCE

Generalist

📅 Apr / 2019-Ongoing

Pineapple Enterprises

📍 Santa Monica, CA

1. Facilitated the hiring process through direct employee interaction and coordination of interviews.
2. Conducted preliminary interviews and collaborated with management to select candidates.
3. Maintained accurate payroll records and managed data entry in HR systems.
4. Optimized timekeeping processes and ensured compliance with labor regulations.
5. Proposed and implemented improvements to payroll operations, enhancing efficiency.
6. Handled employee relations issues, conducting investigations and collaborating with HR and legal teams.
7. Maintained organized filing systems for historical records and employee documentation.

Generalist

📅 Apr / 2015-Apr / 2019

Lakeside Apparel Co

📍 Chicago, IL

1. Managed inventory and ensured the sales floor was well-stocked and organized.
2. Processed incoming shipments, verifying accuracy and labeling items for display.
3. Achieved shipment goals consistently, contributing to store performance metrics.
4. Maintained cleanliness and organization of the sales environment during shifts.
5. Provided excellent customer service at the registers, reducing wait times significantly.
6. Collaborated with team members to enhance operational efficiency and morale.

EDUCATION

Bachelor of Arts in Human Resources Management

📅 Apr / 2012 - Apr / 2015

University of Denver

📍 Portland, OR

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