



AMELIA MOORE

HR Specialist

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

SKILLS



INTERESTS

★ Surfing 🌐 Martial Arts

👥 Community Service 📝 Blogging

STRENGTHS

⌚ Patience 🏔 Perseverance

📅 Planning ⚙ Positivity

LANGUAGES



ACHIEVEMENTS

- ★ Reduced time-to-hire by 30% through optimized recruitment processes.
- ★ Increased employee retention rates by 15% by implementing engagement initiatives.

PROFESSIONAL SUMMARY

Strategic HR Specialist with 7 years of experience in talent acquisition, employee relations, and policy development. Expertise in streamlining recruitment processes and enhancing employee engagement initiatives. Proven track record of fostering a positive workplace culture and aligning HR strategies with organizational objectives. Ready to leverage skills to drive workforce development and cultivate a thriving work environment.

WORK EXPERIENCE

HR Specialist

Pineapple Enterprises

📅 May / 2020-Ongoing

📍 Santa Monica, CA

- Administered HR policies across all phases of human resources activities, ensuring compliance with legal standards.
- Maintained up-to-date knowledge of regulations affecting HR functions, ensuring adherence to policies and procedures.
- Conducted recruitment activities including sourcing, interviewing, and selection of candidates for various positions.
- Oversaw union agreements and compliance matters, ensuring proper dispatch of union employees.
- Facilitated new employee orientations to promote a positive organizational culture.
- Managed records of benefits plan participation and personnel transactions, supporting accurate government reporting.
- Trained management on best practices for hiring, performance reviews, and employee relations.

HR Specialist

Summit Peak Industries

📅 May / 2018-May / 2020

📍 Denver, CO

- Supported the HR Manager by performing administrative tasks and addressing inquiries from staff regarding HR policies.
- Delivered training programs for new hires, enhancing their integration into the company.
- Responded to employee inquiries regarding benefits, policies, and workplace procedures.
- Administered performance review processes to ensure fairness and consistency across the organization.
- Managed benefits programs, maintaining accurate records of employee participation in insurance and pension plans.
- Assisted in administering worker's compensation and safety programs to ensure compliance and employee safety.

EDUCATION

Bachelor of Science in Human Resources Management

University of Illinois

📅 May / 2016 - May / 2018

📍 Santa Monica, CA

Acquired comprehensive knowledge in human resources principles, labor law, and organizational behavior.