

SKILLS Labor Law Compliance Workforce Planning 9 Performance Management Systems Workforce Management Solutions **Talent Acquisition Document Preparation & Management** 8

INTERESTS

★ Surfing

Martial Arts

Community Service

👺 Blogging

STRENGTHS

Patience

A Perseverance

Planning

Positivity

LANGUAGES



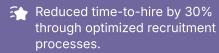


English

Arabic

Mandarin

ACHIEVEMENTS



Increased employee retention rates by 15% by implementing engagement initiatives.

AMELIA MOORE

HR Specialist

www.qwikresume.com

🔼 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

may / 2020-Ongoing

Pineapple Enterprises

耳 Santa Monica, CA

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

HR Specialist

May / 2018-May / 2020

Summit Peak Industries

耳 Denver, CO

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

EDUCATION

Bachelor of Science in Human Resources Management

May / May /

University of Illinois

耳 Santa Monica, CA

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