

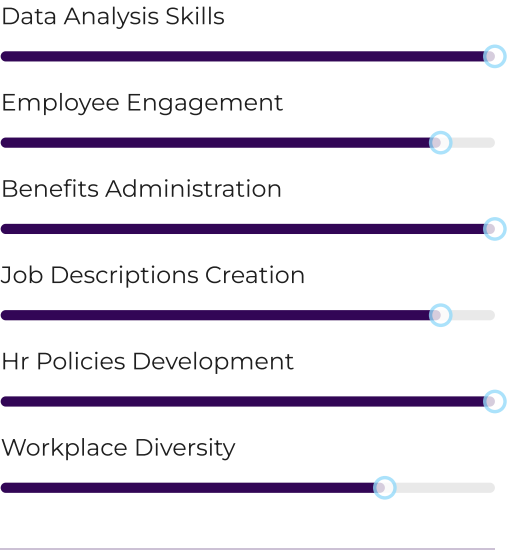


EMMA JOHNSON

HR Specialist

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📍 Los Angeles
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SKILLS



INTERESTS

- Fashion Cooking
- Cycling Writing

STRENGTHS

- Accountability Empathy
- Creativity Pragmatism

LANGUAGES



ACHIEVEMENTS

- Streamlined recruitment process, reducing time-to-fill by 20%.
- Implemented onboarding program that improved new hire retention by 15%.

PROFESSIONAL SUMMARY

Motivated HR Specialist with two years of dedicated experience in recruitment, onboarding, and employee relations. Expertise in enhancing candidate experiences and supporting HR initiatives that drive engagement and retention. Proven ability to collaborate with cross-functional teams to foster a positive workplace culture and align HR practices with organizational goals.

WORK EXPERIENCE

- HR Specialist
WidgetWorks Inc.
May / 2024-Ongoing
Denver, CO
- Managed recruitment processes, including job postings, screening, and interviewing candidates.
 - Developed and implemented HR policies and procedures to ensure compliance and efficiency.
 - Maintain accurate employee records, including addresses, earnings, absences, and performance evaluations.
 - Gather personnel records and respond to inquiries regarding employee actions.
 - Compile reports on personnel activities and support HR initiatives.
 - Assist in the recruitment process by screening candidates and scheduling interviews.
 - Ensure compliance with labor laws and internal policies throughout HR processes.

- HR Specialist
Crescent Moon Design
May / 2023-May / 2024
Portland, OR
- Executed HR administration and benefits tasks as directed by the HR Director.
 - Reviewed and processed new hire paperwork to ensure compliance and accuracy.
 - Facilitated benefit enrollment and addressed employee inquiries regarding medical and leave policies.
 - Managed unemployment verifications and coordinated tuition reimbursement claims.
 - Processed short-term disability and sick leave requests efficiently.
 - Conducted exit interviews to gather feedback and improve retention strategies.

EDUCATION

- Bachelor of Arts in Human Resource Management
University of Phoenix
May / 2022 - May / 2023
Denver, CO
- Focused on HR principles, labor relations, and organizational behavior.