



# EMMA JOHNSON

Accountant/Human Resource Director

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

## 💡 SKILLS



## 🎯 INTERESTS

🎨 Art      🎵 Music

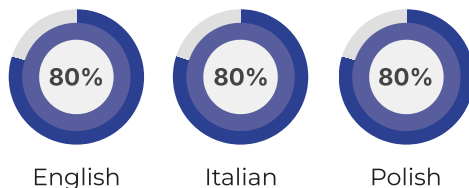
🍺 Home Brewing      📺 Collecting

## 👊 STRENGTHS

📖 Wisdom      🖋 Creativity

🚀 Ambition      🛡 Courage

## 🗣 LANGUAGES



## 🌟 ACHIEVEMENTS

- 🌟 Implemented a new payroll system, reducing processing time by 30%.
- 🌟 Developed and executed a talent acquisition strategy that increased qualified candidates by 25%.

## 👤 PROFESSIONAL SUMMARY

Accomplished professional with 7 years in accounting and human resources management, driving strategic initiatives that enhance workforce efficiency and organizational growth. Expert in financial analysis, employee relations, and compliance. Passionate about fostering inclusive workplace cultures while aligning HR and financial strategies to achieve business objectives and propel success.

## 💼 WORK EXPERIENCE

**Accountant/Human Resource Director** 📅 May / 2020-Ongoing  
**Blue Sky Innovations** 📍 Chicago, IL

1. Conduct exit interviews to gather feedback and improve retention strategies.
2. Direct staff to cultivate an inclusive culture through professionalism and integrity.
3. Lead strategic financial planning and budgeting processes.
4. Support organizational development initiatives to enhance team performance.
5. Ensure compliance with employment laws through sound policies and procedures.
6. Guide supervisors in employee relations and disciplinary processes.
7. Advocate for employee rights and fair treatment within the organization.

**Human Resource Director** 📅 May / 2018-May / 2020  
**Crescent Moon Design** 📍 Portland, OR

1. Oversaw HR functions for a company with sales of \$1B across multiple countries and 1200 employees.
2. Completed the successful startup of a new plant in Brazil, staffing it to a planned 150 employees.
3. Managed a major expansion in Michigan, doubling the plant's capacity and hiring an additional 120 employees.
4. Established a global succession planning process for key positions and high-potential employees.
5. Designed and staffed a new R&D incubator organization with 100 employees.
6. Facilitated the acquisition of a startup R&D company to enhance innovation.

## 🎓 EDUCATION

**Bachelor of Science in Accounting** 📅 May / 2016-May / 2018  
**University of Illinois** 📍 Toronto, ON

Focused on financial reporting, auditing, and taxation.