ROBERT SMITH

Sr. Human Resource Manager

E-mail: info@qwikresumc.com **Phone:** (0123)-456-789

SUMMARY

Highly motivated Human Resource Manager with extensive experience in compensation, benefits, HR policy development, payroll, and salary surveys. Senior Recruiter versed in the strategic planning and execution of recruiting efforts. Able to collaborate well with human resources staff and hiring managers at all levels. Demonstrates success in human resources management and administration. Fosters upbeat and encouraging work environments.

SKILLS

ADP, Paychex, Benefits Administration, Employee Relations, Event Planning, Recruiting

WORK EXPERIENCE

Sr. Human Resource Manager

ABC Corporation - March 2006 – August 2014

- Addressed all employee harassment allegations, work complaints, and other concerns. Conducted exit interviews and verified that employment termination paperwork was completed.
- Supported management in developing and implementing personnel policies and procedures.
- Explained all of the human resources policies, procedures, laws, standards, and regulations to each employee.
- Tracked key dates and deadlines and maintained specific personnel lists. Coordinated meetings, developed meeting content and presented all human resources law updates.
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- Networked with industry contacts, association memberships, and associates. Pre-screened all resumes prior to sending them to corporate hiring managers for consideration.
- Facilitated all new employee orientations to foster a positive team attitude. Supported the annual employee evaluation program by preparing worksheets, communication materials and coordinating meetings.

Human Resource Manager

ABC Corporation - January 2005 – April 2006

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SCHOLASTICS

- Bachelor's in Professional Business - (Arkansas Tech University - Tech, Arkansas, US)

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