

# Human Resources Generalist II

## ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn: [linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

### Objective

A self-motivated Human Resources Generalist II with over eleven years of comprehensive human resources experience in diverse industries. Strong interpersonal and communication skills together with the ability to discharge multiple responsibilities efficiently results in the achievement of company-wide human resource goals. A seasoned human resources business partner in corporate human resources setting as both a leader and individual contributor. Specialization areas, include employee relations, retention, employee engagement, etc

### Skills

Staff Development, Conflict Resolution, Contingent Labor, Compliance, FMLA/ADA/EEO, HR Program/Project Management, Orientation And On-Boarding

### Work Experience

#### Human Resources Generalist II

**ABC Corporation** - 2005 - 2015

- Managed company's transitional payroll processing with very short notice.
- Cut employee orientation time by a third through the development of tools that streamlined and organized human resources paperwork.
- Additionally, led an overhaul of the human resources filing system that improved record organization and restored full legal compliance.
- Processed new-hires, benefits, leave, termination, and payroll paperwork, ensuring 100% compliance with various laws and regulatory mandates and served as primary contact person answering management/staff questions on same.
- Co-authored sections of the company's employee handbook outlining payroll, meals, breaks, vacation benefits, company regulations, and performance expectations.
- Proactively recruited candidates through direct recruitment, work and travel programs, and other creative methods.
- Performed screening, interviewing, applicant assessment and presenting of candidates to hiring managers to finalize the recruitment process and assisted in hiring decision.

#### Human Resources Assistant

**ABC Corporation** - 2001 - 2002

- Selected applicants having specified job requirements and refer to employing official.
- Recorded employee data, such as an address, rate of pay, absences, and benefits, using a personal computer.
- Assisted and supported management and the leadership team with handling and resolving human resources issues.
- Created and maintained new hire and personnel files and entered them into HRIS.
- Supported processing and maintenance of payroll records in accordance with policies and procedures, informed leadership of issues related to employee relations as well as respond appropriately to the concerns of other employees.
- Maintained confidentiality of proprietary information and prepared and reviewed written documents accurately and completely.

- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

Bachelor Of Arts in Psychology - 2000 (CANISIUS COLLEGE - Buffalo, NY) Master Of Education in Human Resource Development - (University Of Minnesota - Minneapolis, MN) Bachelor Of Science in Business Administration - (University Of Minnesota - Minneapolis, MN)