

# MASON WILSON

## Sr. Human Resources Specialist

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### PROFESSIONAL SUMMARY

Dedicated Sr. Human Resources Specialist with over 7 years in employee relations, strong interpersonal skills and the ability to develop and provide effective working relationships with management and staff. Strong attention to detail when reviewing information for accuracy, an attentive listener and critical thinker in various situations to receive a positive outcome. To contribute relevant experience and educational background to a challenging position in the Training/Human Resources Field.

### WORK EXPERIENCE

#### Sr. Human Resources Specialist

Quantum Solutions LLC

📅 May / 2018-Ongoing

📍 Phoenix, AZ

1. Overseeing and administering the department's position classification functions.
2. Determining proper position classification and transaction type based on analysis of documentation and applicable class specifications and broadband occupational profiles.
3. Providing technical assistance to agency managers and staff in the preparation of position descriptions.
4. Preparing reclassification packages for submission to the department of management services.
5. Conducting job audits, as needed, to determine proper position classification.
6. Processing all personnel actions and organizational changes in the people first system.
7. Creating, updating and maintaining the department's organizational charts monthly to reflect organizational changes.

#### Human Resources Specialist

Summit Peak Industries

📅 May / 2015-May / 2018

📍 Denver, CO

1. Conducted new employee onboarding/orientation, including employment eligibility verification (i.e., i-9 and e-verify).
2. Created and maintained personnel files and prepares files for public records inspection and copying.
3. Informed Human Resources management of issues related to employee relations within the division or property.
4. Created and maintained filing systems.
5. Generated Human Resources data reports as necessary.

### EDUCATION

#### Master of Human Resource Management

University of Southern California

📅 May / 2012-May / 2015

📍 Santa Monica, CA

Focused on advanced HR practices and strategic management.

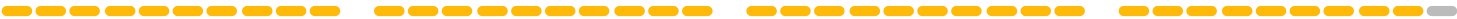
### SKILLS

Microsoft Office

HRIS

Customer Service

Administrative Duties



### ACHIEVEMENTS

- 🌟 Implemented a new onboarding program that reduced new hire training time by 20%.
- 🌟 Developed and executed a performance appraisal system that increased employee satisfaction scores by 15%.