



ETHAN MARTINEZ

Human Resources Specialist
(Generalist)

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📍 Los Angeles

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PROFESSIONAL SUMMARY

Human Resources Specialist with extensive experience in Office Management and Human Resources, with a proven track record of building a personal rapport with customers in order to gain effective satisfaction. Knowledge of business and management principles involved in human resources, customer service, strategic planning, and resource allocation.



WORK EXPERIENCE

Human Resources Specialist (Generalist)

📅 May / 2022-Ongoing

Pineapple Enterprises

📍 Santa Monica, CA

1. Led the creation of a recruiting and interviewing plan for each open position.
2. Maintained position information, including filled/vacant status, shift, and supervisory assignments.
3. Counseled and advised managers and employees in the area of expertise to resolve problems, disseminated information to employees.
4. Consulted departments manage and directors to ensure recruiting process is efficient.
5. Maintained all i-9 and e-verify information with time tracking and processing review and approved disciplinary actions and documentation.
6. Provided advice and guidance to management regarding employee relations issues.
7. Counseled manager and associates on the interpretation of policies and procedures.

Human Resources Specialist

📅 May / 2020-May / 2022

Lakeside Apparel Co

📍 Chicago, IL

1. Developed and maintained recruitment relationships with colleges and other external agencies, prepared for and attends recruitment fairs.
2. Inputted new hire information, salary changes, position changes, and supervisor changes into the Kronos system.
3. Prepared, maintained and analyzed necessary reports to carry out the functions of the department, also prepared periodic reports for management, as necessary or requested.
4. Coordinated the Recruitment Incentive Program for assigned departments.



EDUCATION

Bachelor of Science in Human Resource Management

📅 May / 2018 - May / 2020

University of California

📍 Santa Monica, CA

Focused on developing effective HR strategies and understanding employment law.



SKILLS

Microsoft Office

Customer Service

Employee Relations

Human Resources

Data Entry



INTERESTS



Scuba Diving



E-sports



Reading Fiction



Puzzle Solving



STRENGTHS



Stewardship



Teamwork



Tenacity



Vision



LANGUAGES



English



Arabic



Japanese



ACHIEVEMENTS



Streamlined recruitment processes, reducing time-to-fill by 30%.



Implemented employee engagement initiatives, boosting satisfaction scores by 20%.