



# EMMA JOHNSON

## Junior Personnel Director

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

### SKILLS

Human Resources Management

10

Analytical Thinking

8

Problem Solving

8

Project Management

8

Time Management

10

Networking Skills

10

### INTERESTS

📖 Birdwatching 🏠 Traveling

🏋️ Sports Coaching 🍷 Knitting

### STRENGTHS

🔗 Pragmatism 🍃 Sensitivity

💖 Sincerity 📌 Stability

### LANGUAGES



English



Swahili



Russian

### ACHIEVEMENTS

🌟 Implemented a streamlined recruitment process that reduced hiring time by 25%.

🌟 Developed training programs that improved employee retention rates by 15%.

### PROFESSIONAL SUMMARY

Enthusiastic HR professional with 2 years of experience in personnel management and employee relations. Proficient in optimizing recruitment processes, enhancing workplace culture, and ensuring compliance with HR policies. Committed to fostering a collaborative environment that drives employee engagement and organizational success. Looking forward to utilizing my skills to support HR initiatives effectively.

### WORK EXPERIENCE

#### Junior Personnel Director

📅 Apr / 2024-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Led the recruitment process for nursing staff, ensuring alignment with organizational needs.
2. Designed and delivered orientation and training programs to enhance employee onboarding.
3. Coordinated audits for professional staff, matching skills with engagement requirements.
4. Managed employee enrollment in payroll and benefits programs, ensuring compliance with policies.
5. Provided guidance to management on employee relations issues, promoting a positive workplace culture.
6. Developed and managed the Human Resources Department budget effectively.
7. Created comprehensive training manuals and video resources for staff development.

#### Personnel Director I

📅 Apr / 2023-Apr / 2024

Silver Lake Enterprises

📍 Seattle, WA

1. Conducted orientation for new employees, ensuring completion of all necessary paperwork.
2. Administered bi-weekly payroll for a 200-employee facility accurately and on time.
3. Maintained daily financial records, including cash drawer counts and bank deposits.
4. Facilitated recruitment and interviews for various positions, enhancing talent acquisition strategies.
5. Oversaw HR functions for 250 employees in a major law firm, ensuring compliance and operational efficiency.
6. Managed personnel issues, benefits administration, and payroll processing across multiple subsidiaries.

### EDUCATION

#### Bachelor of Science in Human Resource Management

📅 Apr / 2022 Apr / 2023

University of Phoenix

📍 Denver, CO

Studied human resources principles, employee relations, and organizational behavior.