



EVELYN WHITE

Personnel Officer

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PROFESSIONAL SUMMARY

Results-oriented Personnel Officer with two years of dedicated experience in human resources. Skilled in enhancing employee relations and streamlining recruitment processes. Proven ability to implement HR initiatives that align with organizational goals, fostering a collaborative workplace. Eager to contribute to strategic HR functions and drive continuous improvement.

WORK EXPERIENCE

Personnel Officer 📅 Mar / 2024-Ongoing
Pineapple Enterprises 📍 Santa Monica, CA

- 1. Managed a team of 4-6 personnel in HR operations, ensuring efficient record-keeping and compliance.
- 2. Oversaw the annual audit of 3,500 employee records, enhancing accuracy and accountability.
- 3. Facilitated conflict resolution among staff, promoting a positive work environment.
- 4. Designed a diversity training program, increasing awareness and inclusivity among employees.
- 5. Conducted recruitment activities, including job analysis and performance assessments.
- 6. Created analytical reports using Excel to track employee service metrics.
- 7. Improved external web presence to clarify HR services for thousands of users.

Jr.Personnel Officer 📅 Mar / 2023-Mar / 2024
Lakeside Apparel Co 📍 Chicago, IL

- 1. Reviewed job applications and conducted interviews, ensuring alignment with organizational needs.
- 2. Managed onboarding processes for new hires, including orientation and benefits enrollment.
- 3. Addressed employee benefit inquiries, resolving discrepancies with timely adjustments.
- 4. Collaborated with management on HR policies and procedures, ensuring compliance.
- 5. Participated in employee orientation sessions to facilitate smooth integration.
- 6. Assisted in developing training materials for employee development programs.

EDUCATION

Bachelor of Arts in Human Resources 📅 Mar / 2022 - Mar / 2023
University of California 📍 Santa Monica, CA

Focused on human resources management and organizational behavior.

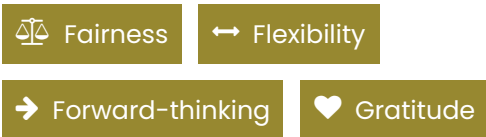
SKILLS



INTERESTS

- 🎮 Gaming
- 👜 Fashion
- 🎬 Film
- 💻 Technology

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- 🌟 Increased employee satisfaction scores by 15% through targeted engagement initiatives.
- 🌟 Successfully reduced recruitment cycle time by 20% by streamlining processes.
- 🌟 Implemented a new onboarding program, improving new hire retention by 30%.