



ETHAN MARTINEZ

Senior Human Resources Generalist/Analyst

support@qwikresume.com
(123) 456 7899
Los Angeles
www.qwikresume.com

PROFESSIONAL SUMMARY

Motivated HR professional with 2 years of experience in employee relations and benefits administration. Skilled at supporting HR initiatives to enhance workplace culture and drive performance. Passionate about utilizing analytical skills to improve HR processes and ensure compliance, fostering an environment where employees thrive and contribute to business success.

WORK EXPERIENCE

Senior Human Resources Generalist/Analyst
WidgetWorks Inc. Apr / 2024 - Ongoing Denver, CO

- 1. Conducted internal investigations and attended grievance meetings to resolve employee issues effectively.
- 2. Managed FMLA administration and guided employees on benefits-related inquiries.
- 3. Collaborated with Corporate Benefits for open enrollment and wellness projects.
- 4. Supervised contract recruiters and facilitated the hiring process by drafting offers.
- 5. Coordinated New Hire Orientation with Medical and Safety departments.
- 6. Oversaw MLPs and Summer Internship Program logistics.
- 7. Utilized data analytics to track HR metrics and improve departmental efficiency.

Senior Human Resources Generalist
Lakeside Apparel Co Apr / 2023 - Apr / 2024 Chicago, IL

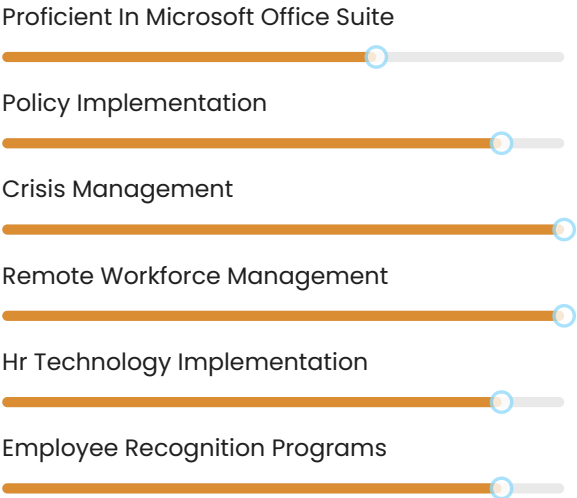
- 1. Served as HR specialist overseeing HR coordinators, ensuring compliance and effective operations.
- 2. Provided HR guidance to client groups of over 600 employees, addressing day-to-day HR issues.
- 3. Managed employee relations initiatives, promoting a positive workplace culture.
- 4. Conducted benefits administration, including open enrollment and leave management.
- 5. Led recruitment efforts across three business units, enhancing talent acquisition strategies.
- 6. Designed and implemented an internal recruiting platform, successfully onboarding 30 new staff.

EDUCATION

Bachelor of Science in Human Resources Management
University of Phoenix Apr / 2022 - Apr / 2023 Denver, CO

Focused on HR strategies, employee relations, and organizational behavior.

SKILLS



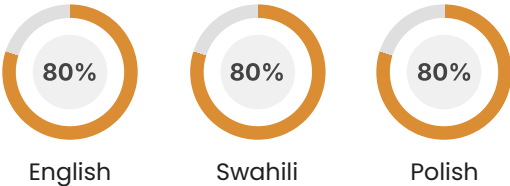
INTERESTS

- Music
- Meditation
- Birdwatching
- Sports Coaching

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- Reduced employee grievance resolution time by 30% through improved communication strategies.
- Increased employee satisfaction scores by 15% after implementing feedback mechanisms.