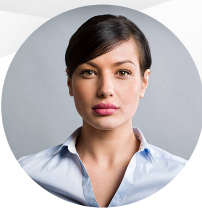


# OLIVIA SMITH

## Union Representative

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com



### PROFESSIONAL SUMMARY

Experienced Union Representative with over 5 years of expertise in labor relations, contract negotiations, and employee advocacy. Proven ability to resolve disputes and enhance workplace conditions through effective communication and strategic planning.

### WORK EXPERIENCE

#### Union Representative

📅 Jan / 2022-Ongoing

Seaside Innovations

📍 Santa Monica, CA

- 1. Advised management on contract administration and grievance procedures, ensuring compliance with labor laws.
- 2. Evaluated the impact of union proposals on operations, facilitating informed decision-making.
- 3. Engaged with union, company, and government representatives to negotiate contracts and resolve disputes.
- 4. Developed and implemented methods to assess employee satisfaction and address workplace concerns.
- 5. Identified and proposed alternatives to union and employee proposals to enhance negotiations.
- 6. Interpreted and clarified contractual agreements for stakeholders involved in collective bargaining.
- 7. Conducted thorough investigations of union complaints to determine their validity and recommend actions.

#### Union Representative

📅 Jan / 2020-Jan / 2022

Summit Peak Industries

📍 Denver, CO

- 1. Provided comprehensive explanations of union contracts to new and existing members, ensuring understanding of rights.
- 2. Represented the California Faculty Association in negotiations, advocating for faculty interests.
- 3. Resolved employment-related disputes through proactive communication and mediation strategies.
- 4. Documented and compiled teacher concerns to present to administration for resolution.
- 5. Participated in collaborative meetings with administration and union officers to discuss ongoing issues.
- 6. Filed grievances and participated in hearings, ensuring fair representation for union members.
- 7. Assisted in strategic marketing efforts to increase union visibility and membership across multiple organizations.

### EDUCATION

#### Bachelor of Arts in Labor Studies

📅 Jan / 2018-Jan / 2020

University of California, Berkeley

📍 Seattle, WA

Focused on labor relations, collective bargaining, and employment law.

### SKILLS

Labor Relations

Negotiation Skills

Conflict Resolution

Collective Bargaining

### ACHIEVEMENTS

- ★ Successfully negotiated a 15% wage increase for union members over two years.
- ★ Implemented a new grievance procedure that reduced resolution time by 30%.