

John Doe

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Professional Statement

Seasoned Human Resources Manager with 13 years' experience in planning, coordinating, and conducting all manner of administrative functions for both small and large enterprises. Proven track record of increasing employee productivity while reducing operating costs. Certified training manager and bilingual.

Education

Master of Business Administration: Analytics
American Public University
Charles Town, WV

Anticipated- August, 20XX

Bachelor of Arts: Management
American Public University
Charles Town, WV

February, 20XX

Professional Experience

Human Resources Manager
Company ABC Hire Me, VA

June 20XX-Present

- Manage 3 departments, with 19 direct reports
- Negotiated training offers, saving company \$30,000 year over year
- Pioneered program to increase employee satisfaction, resulting in 17% higher productivity
- Reduced employee attrition by 12%, saving the company \$100,000

Human Resources Generalist
Company DEF Hire Me, VA

November 20XX-June 20XX

- Successfully lobbied for new software, increasing staff efficiency and reducing overtime pay by 54% within 3 months of implementation
- Coordinated travel, maintained payroll, and reviewed and updated benefits for 23-person team
- Awarded Employee of the Quarter for 3 back-to-back quarters

Skills

- Certified Professional in Training Management (CPTM) March 2014
- Fluent in Spanish (speaking, writing, reading)
- Experience with Kronos, Payworks, ADP, SilkRoad