



Skyler Thompson


Senior-Level Human Resources


HR executive with more than 15 years of experience in benefits administration, talent acquisition and retention, and labor relations and negotiations. Skilled at collaborating with department heads to advance short- and long-term talent management goals. Track record for successfully developing comprehensive benefits and wellness programs that drive employee engagement.

CONTACT

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 LinkedIn | Portfolio

 San Francisco, CA 12345

EDUCATION

Bachelor of Arts (B.A.) Human Resources
University of California, Berkeley, CA
May 2009

KEY SKILLS

- Benefits administration
- Cross-functional collaboration
- Employment laws and regulations
- Labor relations and negotiations
- Talent acquisition and retention

PROFESSIONAL EXPERIENCE

HUMAN RESOURCES EXECUTIVE | ALPHA INDUSTRIES, SAN FRANCISCO, CA
JUNE 2018

- Spearhead workforce planning and talent development initiatives, increasing qualified talent pool by 18%
- Create new hire training strategies and onboarding program, resulting in 25% improved retention within employees' first 60 days
- Develop compensation and benefits program, increasing employee engagement in wellness programs
- Review all company procedures to ensure compliance with labor laws and regulations

HUMAN RESOURCES MANAGER | EXCELSIOR INC., SAN FRANCISCO, CA
JUNE 2012 – MAY 2018

- Assisted with recruiting, onboarding, retention, and offboarding efforts for a team of 140
- Oversaw daily HR functions including salary and bonus planning, staffing, performance management, and reporting
- Created job descriptions and new hire training programs
- Facilitated successful conflict resolution, increasing employee satisfaction survey ratings by 35%

HUMAN RESOURCES ASSISTANT | SAFECO CORP., SAN FRANCISCO, CA
MAY 2009 – MAY 2012

- Reconciled payroll and taxes
- Assisted with creating employee training programs
- Contributed to the rollout of a new employee wellness initiative, engaging more than 75% of employees in the program
- Planned monthly employee meeting topics and team-building activities

CERTIFICATIONS

- Certified Compensation Professional (CCP), WorldatWork, May 2015
- Society of Human Certified Professional (SHRM-CP) Resource Managers (SHRM), SHRM, October 2011