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# Joseph Corbin

## Entry-Level Human Resources

Results-driven and SHRM-certified HR professional with over three years of experience in employee relations, recruiting strategies, and employee benefits. Adept at fostering a positive work culture and facilitating talent development.

### CONTACT



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LinkedIn | Portfolio



Philadelphia, PA 12345

### KEY SKILLS

- Employee engagement
- Employee relations
- Interpersonal skills
- Onboarding and offboarding
- Wellness programs

### PROFESSIONAL EXPERIENCE

HUMAN RESOURCES ASSOCIATE | APEX ALLIANCE, PHILADELPHIA, PA  
JULY 2021

- Develop, implement, and enforce HR policies and procedures to ensure compliance with employment laws and regulations
- Help oversee all aspects of recruitment, hiring, and onboarding across multiple offices
- Resolved 18 employee relations issues in 2023
- Oversee and recommend changes to employee benefits, including health insurance, retirement plans, and leave policies
- Achieved a 20% reduction in time-to-hire by implementing streamlined recruitment processes

### EDUCATION

- Bachelor of Arts (B.A.) in Human Resources, Temple University, Philadelphia, PA | June 2021

### CERTIFICATIONS

- Society of Human Resource Managers Certified Professional (SHRM-CP) - SHRM, July 2022