

David Kim

I am an HR professional seeking an HR generalist role where I can leverage my skills in employee relations, recruitment, and benefits administration to support organizational growth and enhance workplace culture.

CONTACT



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davidkim@example.com



LinkedIn | Portfolio



Chicago, IL 12345

EDUCATION

Bachelor of Science in Human Resources Management,
University of Illinois
University of Illinois, Chicago, IL,
May 2021

KEY SKILLS

- Employee relations
- Recruitment and onboarding
- Benefits administration
- Payroll and compliance

PROFESSIONAL EXPERIENCE

HR GENERALIST | INNOVATE CORP. , CHICAGO, IL
AUGUST 2021 – PRESENT

- Managed HR operations for 150 employees, improving onboarding processes and employee engagement by 20%.
- Assisted in benefits administration and compliance, contributing to a 10% reduction in operational costs.

HR INTERN | METRO BUSINESS SOLUTIONS , CHICAGO, IL
JANUARY 2021 – JULY 2021

- Supported recruitment and employee orientation, handling over 100 candidate screenings.

CERTIFICATIONS

SHRM Certified Professional (SHRM-CP)
August 2022