

Sophia Martinez

(987) 654-3210 • Phoenix, AZ 85001 • sophiamartinez@example.com | • LinkedIn | Portfolio

I am a results-driven HR generalist with seven years of experience in talent acquisition, employee relations, and HR operations management. I have developed and implemented strategic HR programs that support organizational growth and enhance employee satisfaction.

PROFESSIONAL EXPERIENCE

HR Generalist, Sunrise Solar Solutions, Phoenix, AZ June 2020 – Present

- Led HR program development for a company with 350 employees, reducing hiring cycles by 24% and increasing staff retention by 16%.
- Oversaw employee relations and compliance audits to ensure adherence to all federal and state regulations.

HR Generalist, Aspen Construction Group, Tucson, AZ July 2017 – June 2020

- Managed benefits, recruitment, and employee relations for 180 employees, contributing to a 19% increase in satisfaction through targeted training sessions.

EDUCATION

Bachelor of Arts (B.A.) in Human Resources Management, Arizona State University, Phoenix, AZ May 2017

KEY SKILLS

- Benefits administration
- Employee engagement
- Workforce planning
- Compliance and labor law expertise

CERTIFICATIONS

SHRM Certified Professional (SHRM-CP) May 2018

Professional in Human Resources (PHR), HRCI February 2017