





Steven Clark

I am an HR generalist specializing in developing and implementing HR policies and procedures. With over seven years of experience, I excel at ensuring organizational compliance and streamlining HR operations to support overall business success.

CONTACT

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EDUCATION

Bachelor of Science in Human Resources
Rutgers University, New Brunswick, NJ
May 2015

KEY SKILLS

- Policy development
- HR compliance
- Process improvement
- Employee communications

PROFESSIONAL EXPERIENCE

HR Generalist | Policy & Procedure, Newark Business Solutions, Newark, NJ
August 2017 – Present

- Developed HR policies that improved compliance and reduced processing errors by 20% for a company with 300 employees.
- Coordinated policy updates and training sessions, resulting in a 15% boost in overall operational efficiency.

HR Coordinator | Central NJ Enterprises, Newark, NJ
June 2015 – July 2017

- Assisted in drafting and implementing new HR procedures that enhanced documentation accuracy and employee understanding.

CERTIFICATIONS

- SHRM Certified Professional (SHRM-CP), May 2016