

Richard Garcia

I am an HR generalist specializing in performance management with over eight years of experience designing performance appraisal systems and implementing feedback mechanisms. I drive improvements in employee productivity and satisfaction through data-driven strategies.



Miami, FL 12345



(987) 654-3210



richardgarcia@example.com



LinkedIn | Portfolio

KEY SKILLS

- Performance appraisal systems
- Employee feedback processes
- Data-driven HR analytics
- Training and development

CERTIFICATIONS

- Professional in Human Resources (PHR), HRCI, May 2017

PROFESSIONAL EXPERIENCE

HR GENERALIST | PERFORMANCE MANAGEMENT, CORAL TECH SOLUTIONS, MIAMI, FL

JULY 2016 – PRESENT

- Designed and implemented performance evaluation systems for 300 employees, increasing productivity by 20%.
- Developed training programs based on performance data, leading to a 15% improvement in employee engagement.

HR COORDINATOR | OCEANIC ENTERPRISES, MIAMI, FL

JUNE 2014 – JUNE 2016

- Assisted in creating performance metrics and employee development plans.

EDUCATION

- Bachelor of Business Administration in Human Resources
University of Miami, Miami, FL | May 2014