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Olivia Martin

I am an HR generalist specializing in operations management with over five years of experience streamlining HR processes. I excel at optimizing workflows, managing HR systems, and supporting employee relations.

PROFESSIONAL EXPERIENCE

HR GENERALIST – OPERATION | TECH INNOVATORS INC., SAN JOSE, CA
JULY 2019 – PRESENT

- Streamlined HR processes for 300 employees, reducing administrative time by 20%.
- Implemented HRIS improvements that enhanced data accuracy and reporting.

HR COORDINATOR | SILICON VALLEY SOLUTIONS, SAN JOSE, CA
JUNE 2018 – JUNE 2019

- Supported operational improvements in HR, contributing to a 15% increase in process efficiency.


EDUCATION

Bachelor of Business Administration (B.B.A.) in Human Resources | San Jose State University
San Jose, CA | May 2018

CERTIFICATIONS

- SHRM Certified Professional (SHRM-CP), May 2020

CONTACT

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KEY SKILLS

- HR process optimization
- HRIS management
- Employee relations
- Operational efficiency