



SW

CONTACT



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Miami, FL 12345



LinkedIn | Portfolio

EDUCATION

- Bachelor of Arts in Human Resources
Florida International University,
Miami, FL | May 2018

KEY SKILLS

- Employee conflict resolution
- Mediation and negotiation
- Workplace culture improvement
- Communication and counseling

Sandra Wilson

ABOUT ME

I am an HR generalist with a focus on employee relations, with over five years of experience in resolving workplace conflicts and fostering a positive organizational culture. I excel at mediating disputes and implementing initiatives that improve employee satisfaction.

PROFESSIONAL EXPERIENCE

HR Generalist – Employee Relations | Coral Bay Enterprises , Miami, FL
September 2019 – Present

- Resolved complex employee relations issues, contributing to a 17% reduction in turnover.
- Led initiatives that improved overall employee satisfaction scores by 15%.

HR Assistant | Oceanic Solutions , Miami, FL
June 2017 – August 2019

- Assisted in handling employee grievances and supported conflict resolution processes.

CERTIFICATIONS

- SHRM Certified Professional (SHRM-CP), August 2019