

# Michael Thomlin

Experienced HR generalist with over six years in managing recruitment, employee relations, and benefits administration. Adept at developing HR policies and improving organizational efficiency.

## CONTACT



(555) 234-5678



michael.thomlin@example.com



LinkedIn



Denver, CO 80202

## EDUCATION

Bachelor of Science in Human Resources Management  
University of Colorado, Boulder, CO

## KEY SKILLS

- Benefits administration
- Employee relations
- HR policy development
- Recruitment strategies
- Training and development

## PROFESSIONAL EXPERIENCE

**HUMAN RESOURCES GENERALIST | XYZ CORPORATION, DENVER, CO**  
MARCH 2019 – PRESENT

- Developed and implemented HR policies, reducing compliance issues by 30%
- Managed full-cycle recruitment, filling positions 25% faster than the previous year
- Conducted employee training programs, increasing productivity by 15%

**HR COORDINATOR | ABC INDUSTRIES, DENVER, CO**  
JUNE 2016 – FEBRUARY 2019

- Assisted in developing onboarding processes, improving new hire retention by 20%
- Maintained employee records with 100% accuracy
- Coordinated benefits enrollment for over 200 employees

## CERTIFICATIONS

- Professional in Human Resources (PHR), HR Certification Institute