

Jane Doe

(555) 987-6543 • Philadelphia, PA 19103 • jane.doe@example.com • LinkedIn

Dedicated HR associate with three years of experience supporting HR functions, including recruitment, onboarding, and benefits administration. Adept at implementing HR policies and improving employee relations.

Professional Experience

Human Resources Associate | Apex Alliance, Philadelphia, PA | July 2021 – Present

- Develop, implement, and enforce HR policies and procedures to ensure compliance with employment laws and regulations
- Help oversee all aspects of recruitment, hiring, and onboarding across multiple offices
- Resolved 18 employee relations issues in 2023
- Oversee and recommend changes to employee benefits, including health insurance, retirement plans, and leave policies
- Achieved a 20% reduction in time-to-hire by implementing streamlined recruitment processes

HR Assistant | Gamma Solutions, Philadelphia, PA | June 2019 – June 2021

- Assisted in coordinating recruitment efforts, including scheduling interviews and communicating with candidates
- Maintained employee records and ensured data accuracy in HRIS
- Supported benefits enrollment and addressed employee inquiries

Education

Bachelor of Arts in Human Resources Management | Temple University, Philadelphia, PA

Key Skills

- Benefits administration
- Employee relations
- HR policy implementation
- Onboarding processes
- Recruitment support

Certifications

- Professional in Human Resources (PHR)
- Human Resource Certification Institute (HRCI)