



Margaret Martin

Human Resources Manager

First-time HR Manager promoted after four years as a Senior Generalist. Supports a 220-person manufacturing site with a focus on hourly hiring, FMLA, and floor-level employee relations. Working toward SHRM-SCP.

CONTACT INFORMATION

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EDUCATION

- B.S. IN BUSINESS ADMINISTRATION, BOISE STATE UNIVERSITY, 2018
- SHRM-CP, CERTIFIED 2021; SHRM-SCP CANDIDATE (EXAM SCHEDULED 2025)

KEY SKILLS

- Hourly and shift-based recruiting
- Employee relations and investigations
- FMLA, ADA, workers' comp coordination
- Bilingual HR communications (Spanish)
- UKG Pro, iCIMS
- Manager coaching
- Open enrollment administration
- OSHA recordkeeping support

PROFESSIONAL EXPERIENCE

HUMAN RESOURCES MANAGER | PINEMONT PRECISION CASTINGS, BOISE, ID | 2023 - PRESENT

- Manage HR for a single-site manufacturer with 220 employees across two shifts and a small office team
- Filled 64 hourly roles in 2024 with an average time-to-fill of 22 days, down from over 40 the prior year
- Run weekly stand-ups with production supervisors to surface ER issues before they escalate to formal complaints
- Administer FMLA, short-term disability, and workers' comp claims in coordination with the safety manager

SENIOR HR GENERALIST | PINEMONT PRECISION CASTINGS, BOISE, ID | 2019 - 2023

- Handled employee relations cases on the production floor including coaching, written warnings, and 11 investigations
- Rebuilt the new hire orientation into a half-day session covering safety, benefits, and shift expectations
- Owned annual open enrollment communications in English and Spanish
- Maintained personnel files and I-9s through an OFCCP-style audit with no findings