



FATIMA MORRISON

HUMAN RESOURCES
DIRECTOR

SKILLS

- Cheerful disposition
- Neat and well-organized
- Motivated by problem solving
- Independent worker
- Works well with deadlines
- Collaborative and efficient
- Compartmentalization
- Understanding Health Insurance
- Managing People

CONTACT DETAILS

123 Anywhere St.,
Any City, State,
Country
hello@reallygreatsite.com
www.reallygreatsite.com
123-456-789

SUMMARY

Human Resources Manager with 7+ years of experience assisting with and fulfilling organization staffing needs and requirements. My goal is to use my excellent communication and organization skills to achieve the HR initiatives of the company.

EDUCATION

University of California— Los Angeles, CA
class of 2013

Masters in Human Resource Management

PROFESSIONAL EXPERIENCE

Conduent, HR Coordinator 2012-2019

- Assisted with the internal hiring process by posting, recruiting and selected employees to fill vacant positions along with the appropriate supervisor
- Consulted and advised on labor issues with Executive Team
- Scheduled and coordinate employee events
- Coordinated on-going training and professional development opportunities for managers and employees
- Made recommendations to COO and CEO on charitable giving aligned with employee causes
- Established and maintained department records and reports
- Built networks to source qualified candidates
- Managed recruitment budget
- Prepared weekly recruitment reports
- Analyzed and modified compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements