



MONICA JORDAN

HR

Highly effective and motivated Human Resources manager with 6+ years of experience in providing HR data processing support to the Human Resources Department. At the previous job raised employee effectiveness by 11%, and training participation by 20%.

Contact Info

Phone:
123-456-7890

Address:
123 Anywhere
Street, Any City,
State, Country

Website:
hello@resumesbot.com
www.resumesbot.com

LinkedIn:
@resumesbot

Skills

- Employee relations
- Customer service
- Project management
- Conflict Management
- Hiring & Recruiting
- Strategic Planning
- Change Management
- HRIS

PROFESSIONAL EXPERIENCE

HR

SULLIVANCOTTER | MAY 2020 - 2022

- Managed accounts on all recruiting platforms
- Established, tracked, and maintained relationships with third party recruiting agencies
- Worked with senior management to identify strategy improvements, problem solve, and make recommendations for optimization
- Managed new hire process by drafting offer letters, connecting with references, and reviewing all background check reports
- Managed the exit interview process for mid-level employees

HR INTERN

HOLVEST STRATEGIES | MAY 2015 - MARCH 2020

- Supported the coordination of bringing a new employee onboard
- Scheduled orientation meetings
- Supported the delivery of Learning Lab sessions through meeting prep (documents, invites, technology, etc.)
- Assisted with implementation of HR policies and guidelines
- Handled and documented all employee status changes

EDUCATIONAL HISTORY

COMMASBELL UNIVERSITY

MS PSYCHOLOGY, CLASS OF 2008