SAMPLE RESUME

HUMAN RESOURCES MANAGER

Solutions-focused, self-motivated Human Resources Executive with a xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Effective communicator and liaison, known for building strategic partnerships with all levels of employees, ranging from support staff to C-level executives. Excellent xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx example, pitching in whenever needed. Quickly masters new roles, responsibilities, technologies and environments. xxxxxxxxxxxxxxxxxxxx. *Areas of expertise include:*

Xxxxxxx • Organizational Development • Xxxxxxx • Xxxxxxx
Xxxxxxx • Conflict Resolution • Employment Laws • Xxxxxxx • Retention • Xxxxxxx Full Life-Cycle Recruitment •
Relationship Building • Xxxxxxx • Staff Training & Motivation

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PROFESSIONAL EXPERIENCE

Encore Healthcare - Fort Pierce, Florida (2008-Present)
Human resource/Payroll Director
Maintained full accountability for liaising between a cross-functional team of xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx strategies. Optimized human resource performance by integrating strategies to streamline operations and improve efficiency. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Managed & oversaw the safety comittee to facilitate the reduction of xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

Selected Highlights:

- Played a key role in integrating xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.
- Served as an integral team member responsible for xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.
- Led a cross-functional team of HR employees in xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.
- Maximized human resource performance by designing xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Cargill, Inc. - Port Saint Lucie, Florida (2006-2008)
Human Resource Manager
Promoted to positions of increasing responsibility, with full accountability for xxxxxxxxxxxxxxxxxxxxxxxxxxxx. Contributed broad knowledge of HR operations toward xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Supported the safety comittee in decreasing the number of workplace incidents and xxxxxxxxxxxxxx. Facilitated the development of xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

Selected Highlights:

- Proactively developed and integrated key strategies regarding personnel policies for xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxx.
- Teamed with different departments to evaluate operations and provide ongoing support to the Business Unit's strategic objectives, xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

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