**Hannah Associate**

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**uman Resources Generalist** with 3 years of experience and a history of coming up with innovative ideas for making processes more efficient, data more valuable, managers more effective, and employees more satisfied.

Full-Cycle Recruitment | Employee Onboarding and Exit Interviews | Special Events

Personnel Recordkeeping | Workday Human Capital Solution

**Experience**

MIDWEST BANK, Omaha, NE 2018–Present

**Human Resources Associate,** 2019–Present

Promoted to HR Associate, joining a 15-person team providing comprehensive HR services and support to financial services organization that employs 2,000 people across 7 midwestern states.

* **Coordinate full-cycle recruitment:** Publish job postings, review resumes, conduct phone screens and preliminary interviews, capture hiring manager feedback, initiate reference checks, prepare offer letters, coordinate pre-employment screening and testing, and serve as point of contact for candidates throughout the selection process.

Created interview guide and Zoom troubleshooting resource to assist managers during pandemic-mandated remote interviewing.

* **On-board new employees:** Prepare new-hire paperwork, coordinate orientation, create new employee record, and oversee benefit enrollment.

Shaved nearly 30 minutes from orientation sessions by identifying a record-processing bottleneck and creating an easy, no-cost solution.

* **Conduct employee exit interviews:** Coordinate with department managers, schedule appointments, prepare paperwork, and conduct interviews using both fixed-response and open-ended questions.

Improved consistency of capturing and recording information from exit interviews, creating a more searchable and valuable data source when added to HRIS.

* **Organize special events:** Plan and oversee events and employee appreciation days. Publicize via digital channels and traditional flyers. Manage dozens of details to ensure successful and enjoyable programs.

In response to survey data, created new format for employee appreciation days that provides greater flexibility and more activity options. Elevated post-event satisfaction scores from 8 to 9.5 in first year following changes.

**Human Resources Development Program,** 2018–2019

Recruited from college to 1-year development program providing exposure to all facets of HR. Rotated through various assignments, assisting each team with their initiatives and gaining insight into effective Human Resources strategies, programs, and people. Promoted to Associate upon completion.

**Education**

BSBA—Human Resources Concentration | University of Southern New Hampshire, 2018

SHRM Student Member | Moderator, Monthly Business Student Roundtable

**Professional Affiliation**

Member, SHRM | Currently preparing for SHRM-CP exam, scheduled for Summer 2021