

Hue Man Resource

Fort Collins, CO ■ 719-222-2222 ■ HR@gmail.com ■ www.linkedin/in/hresources

HUMAN RESOURCE MANAGEMENT | CORPORATE TRAINING

- Experience in building and maintaining productive relationships across all organizational levels with a commitment to fostering a positive and productive employee culture that mirrors company values
- Well-developed interpersonal skills coupled with outstanding verbal and written communication skills that actively engage a diverse learning environment in the workplace
- Strong initiative with the drive to tackle challenging employee issues while maintaining professional integrity and confidentiality; effective in motivating and coaching others

INDUSTRY KNOWLEDGE COMPETENCIES

Employment Relations & Labor Law | Rewards & Performance Management | Planning & Project Management
Leadership & Organizational Behavior | Negotiation & Conflict Management | Benefits & Compensation
New Employee Onboarding | Training & Development

EDUCATION

Bachelor of Science in **Business Administration**
Concentration: **Human Resource Management**
Colorado State University - Fort Collins, CO

Dec 20XX
Business GPA: 3.41
Cumulative GPA: 3.0

HUMAN RESOURCE MANAGEMENT EXPERIENCE

Human Resource Intern - HEWLETT PACKARD, Fort Collins, CO Dec 20XX - Present

- Assisted Human Resource Manager with **onboarding** over 100 new employees during 2-month period
- **Researched** benefit packages that would decrease premiums and presented findings to management
- Input data into payroll and generated reports to **ensure compliance** for Fair Labor Standards Act
- Revised company **policy and procedures manual** involving department head collaboration; distributed to 225 employees
- Initiated a streamlined process for new hire paperwork resulting in an **increase in efficiency by 5%**

HUMAN RESOURCE PROJECT EXPERIENCE

Human Resource Planning and Development (MGT474) - Training Program Project Oct 20XX
COLORADO STATE UNIVERSITY - College of Business Management Department, Fort Collins, CO

- Designed and conducted 30-minute **training program** streamlining the onboarding process
- Presented training program to HR faculty, resulting in an A grade

LEADERSHIP & COMMUNITY INVOLVEMENT

Director of Corporate Relations - Society of Human Resource Management (**SHRM**) Jan 20XX - Present
COLORADO STATE UNIVERSITY - College of Business, Fort Collins, CO

- Recruit Human Resource professionals to speak at monthly meetings adding 10 speakers to corporate resource database; coordinate logistics with guest speakers and follow up with notes of gratitude

Volunteer Wayfinder - POUDRE VALLEY HOSPITAL, Fort Collins, CO May 20XX - Present

- Communicate directions and hospital information to visitors and patients 10 hours per week

ADDITIONAL WORK EXPERIENCE

Server - OLD CHICAGO, Fort Collins, CO Feb 20XX - Oct 20XX

- Provided extraordinary customer service for up to 100 customers per shift
- Successfully balanced part-time work schedule with full-time academic schedule while maintaining an above average GPA