

John Smith

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Summary

Personable and collaborative HR Generalist with 3+ years of experience introducing modern methods and techniques to improve department performance and candidate experiences.

EDUCATION

University of Georgia

Aug '00 – May '14

BA in Human Resources with minor in Psychology - GPA: 3.69

EXPERIENCE

Grady Memorial Hospital, HR Assistant

Atlanta, GA

Sept '18-Present

- Run extensive background checks on new hires and yearly background checks for nurses, therapists, and certified nurse's aides. Composed letters for employees regarding personal information.
- Fax employee verifications, call new hires for employee feedback, and mail "No Interest" letters to applicants.
- Update employee information into HRIS system, pertaining to new hires and to maintain records for employee file. Regularly review CareerBuilder resumes for HHA.
- Attend weekly conference calls with HR team and home health aide supervisor to discuss open needs of the agency.

Bain And Company, HR Summer Student Intern

Atlanta, GA

June '18 – Aug '18

- Enable effective communications of 44,000 employees across 44 countries by providing online and phone solutions through Performance Management Help Desk.
- Improve executive understanding of performance by creating/tracking/compiling Excel reports.
- Conduct research via focus groups, reference checks, and benchmarking to determine 600+ software requirements. Develop comprehensive RFP with multi-phased vendor selection process.
- Evaluate viability of lean methodology for HR department, using empirical research, site visits, and gap analysis to provide recommendations for suitable efficiency-gaining practices and to produce a case study for publication.
- Develop and implement time study to analyze process and resource inefficiencies in an effort to improve hiring process and increase availability of strategic initiatives.

Wells Fargo, Human Resources Intern

Atlanta, GA

Dec '16 – May '18

- Evaluate over 90 job descriptions to ensure statutory compliance and adherence to current standards; work directly with managers to correct deficiencies and implement improvements.
- Research and design training modules to inform employees about the Americans with Disabilities Act, Family Medical Leave Act, and Well Fargo's Substance Free Workplace Policy.
- Create and deliver recruiting presentation to university students to raise company awareness, address talent shortages, and increase interest in future engineering internship opportunities.
- Instrumental in the upgrade of the Taleo, talent management platform; organized training to expand hiring managers' awareness of the tool for talent acquisition.

SKILLS

Linkedin Business Solutions, Taleo, Workday, team player, problem solving