**Your Name**

150 W. University Blvd, Melbourne, FL 32901

Name@alumni.fit.edu - 321-555-1212

**Professional Profile**

* SPHR with Master of Business Administration degree and 5 + years of corporate HR experience. Proven track record in negotiating, collaborating effectively with diverse groups of people, and leading and executing projects.
* Solid and updated understanding of strategic staffing, compensation, benefits, training & development, and employment law. In-depth education in leadership and organization behavior, organization development, and managing organizational change.

**Experience**

**Allstate Insurance Company, St. Petersburg, FL** 2014 - present

***Employee Relations & Recruiting Associate***

* Manage timely talent acquisition, onboarding and performance reviews, and training and development in a fast-paced, multi-tasking environment.
* Communicate, negotiate and coordinate with business units, vendors, and managing directors. Provide clear direction to managers on a multitude of strategic human capital projects.
* Conduct and report on employee conflict investigations. Tactfully and objectively ascertain and resolve escalated issues.
* Maintain strict compliance with regulations, incorporate new laws and regulations into daily work, and communicate changes to clients.

**Health First, Melbourne, FL** 2012 - 2014

***Recruiter***

* Sourced and recruited qualified candidates.
* Reviewed applicants to evaluated if they met position requirements and conducted phone screens and live interviews.
* Conducted onboarding processes, prepared and provided background investigations, offer letters, and orientation.
* Represented organization at career fairs and hiring events.
* Utilized Taleo applicant tracking system to accurately track open positions and recruiting process.

**Education**

**Florida Institute of Technology, Melbourne, FL**

 Master of Business Administration in Human Resources Management 2014

 Bachelor of Science in Business Administration 2012

**Skills**

* Applicant Tracking Systems, Taleo, Peoplesoft, Learning Management Systems
* Advanced MS Office skills including Word, Excel, Access and PowerPoint
* Advanced social media skills for talent sourcing including LinkedIn, Facebook & Twitter
* Bilingual in English and Spanish

**Professional Memberships**

* Society of Human Resource Management 2012-present
* HR Tampa 2014-present