



YOUR NAME

HR BUSINESS PARTNER

888-888-8888 

Your Town 

1234@gmail.com 

Linkedin.com/in/@@@@ 

PROFESSIONAL PROFILE

Dedicated HR executive with 15 years of experience leading and influencing HR practices and objectives while maintaining an employee-oriented, high-performance culture emphasizing quality and productivity. Oversee recruitment/ongoing development of a superior workforce utilizing data and analytics to drive decisions. Communicates successfully with all types of people to ensure continuous company culture improvement and ongoing personal development.

EDUCATION

BS, BUSINESS

HR Management & Marketing

Your School, Town 2013-2016

SKILLS

PROFESSIONAL

HR Management
Employee Relations & Development
Talent Acquisition
Benefits Administration
Performance Management
Project Management
Process Improvement
Detail Oriented
Strategic Planning
I-9 and EEO Compliance
FMLA, ADA & FLSA

TECHNICAL

Microsoft Word
Microsoft Excel
Adobe Acrobat

WORK EXPERIENCE

OPERATIONS MANAGER

XYZ Company, XYZ City, State / 2004-2019

Managed team of 35 direct and indirect reports at professional home cleaning franchise. Developed, implemented, and oversaw policies and procedures associated with recruiting, employee relations, compensation, and general employment matters. Worked cooperatively with departmental co-workers to ensure cohesive implementation of business and HR strategies.

- Grew customer base from 50 to 500+ through local target market research and direct outreach of potential customers.
- Led one of the top 10 (out of 250) XYZ franchises (based on revenue) for years 2005-2011.
- Coordinated 600-800 customer jobs per month with an annual revenue of \$1M.
- Devised and led performance management strategies to optimize workforce and improve employee performance.
- Maintained solid working knowledge of and managed applicable federal/state compliance requirements and regulations.
- Communicated with customers to negotiate contracts/service level agreements (SLAs) for services and set expectations for relationship.
- Assisted with vendor communication and development.