

Emma Johnson

HR MANAGER

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📍 Los Angeles, CA 90012

About Me

Strategic HR Leader with 8+ years of experience in talent acquisition, employee relations, and organizational development.

Passionate about fostering inclusive workplace cultures and driving HR initiatives that align with business goals. Seeking to leverage data-driven HR strategies at a forward-thinking organization.

Technical Skills

- **HRIS Tools:** Workday, BambooHR, ADP Workforce Now
- **Recruitment Platforms:** LinkedIn Recruiter, Greenhouse, Lever
- Microsoft Office Suite, Google Workspace, Tableau (basic)

Soft Skills

- Excellent interpersonal and conflict-resolution abilities
- Strong analytical thinking and data-driven decision-making
- Empathetic leadership with a passion for employee development

Education

University of Washington

Sep 2013 – Jun 2017

- B.A. in Human Resource Management
- GPA: 3.8/4.0

Work Experience

XYZ Corporation Seattle, WA Mar 2023 – Present

HR Manager

- Led recruitment efforts and successfully filled 100+ roles across departments with a 30% reduction in time-to-hire.
- Implemented a new performance management system, increasing employee satisfaction scores by 25% year-over-year.
- Collaborated with department heads to identify workforce planning needs and designed training programs that improved team productivity.
- Oversaw compliance with labor laws and managed internal audits, resulting in zero legal issues during tenure.

ABC Tech Solutions Bellevue, WA Mar 2020 – Apr 2023

HR Generalist

- Managed full-cycle recruitment, onboarding, and benefits administration for a 300-employee organization.
- Developed HR policies and employee handbook to align with local and federal regulations.
- Spearheaded employee engagement initiatives, including wellness programs and company events, improving retention by 18%.
- Conducted exit interviews and provided actionable insights to leadership to reduce turnover.

Global Retail Inc. Lynnwood, WA Mar 2017 – Apr 2020

HR Coordinator

- Supported the HR department in day-to-day operations, including scheduling interviews, maintaining employee records, and coordinating onboarding sessions.
- Assisted in the rollout of a new HRIS platform, improving data accuracy and administrative efficiency.
- Conducted employee satisfaction surveys and compiled reports to support HR strategy adjustments.
- Coordinated internal training workshops and tracked attendance and feedback for continuous improvement.