

Susan S. Sunshine
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Professional Summary

Highly accomplished and results-driven HR Manager with six years of experience in developing and implementing human resources policies, managing talent acquisition, employee relations, and fostering a positive organizational culture. Expertise in strategic planning, compliance, performance management, and employee development. Proven track record in driving HR initiatives that enhance operational efficiency and employee engagement.

Core Competencies

- Talent Acquisition & Retention
 - Compliance & Labor Law
 - Training & Development
 - Succession Planning
 - Benefits & Compensation
 - Change Leadership
 - HR Policy Development
 - Performance Management
 - HRIS & Payroll Systems
 - Diversity and Inclusion Training
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Professional Experience

HR Manager

ABC Company - Syracuse, NY

October 2023 - Present

- Lead the HR department, managing a team of 2 HR professionals, supporting 300 employees across multiple departments.
- Oversee the recruitment and onboarding processes, ensuring a smooth and efficient hiring experience while maintaining a diverse talent pool.
- Develop and implement HR policies and procedures, ensuring compliance with federal and state labor laws.
- Provide coaching and support to senior management on employee performance, disciplinary actions, and conflict resolution.
- Partner with leadership to drive employee engagement, improving retention rates by 30%.
- Administer compensation and benefits programs, including annual reviews and market analysis.
- Implement training programs to support leadership development and employee growth, leading to a 50% increase in employee satisfaction.
- Advise on and ensure compliance with health and safety regulations, leading to a reduction in workplace incidents by 45%.

- Supported day-to-day HR operations, including employee relations, benefits management, and performance evaluations for a workforce of 200 employees.
 - Managed recruitment process for various departments, from job posting and interviewing to offer negotiations.
 - Assisted in the development and implementation of HR policies, ensuring alignment with company goals and legal requirements.
 - Provided training on compliance, workplace conduct, and team collaboration.
 - Administered payroll and maintained employee records in the HRIS system, ensuring accuracy and timely processing.
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Education

Bachelor of Science in Human Resource Management
Happy Place University - Pleasantville, NC
GPA 3.41

May 2019

Certifications

- **SHRM Certified Professional (SHRM-CP)** — Society for Human Resource Management, 2021
 - **Certified Professional in Human Resources (PHR)** — HR Certification Institute, 2021
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Technical Skills

- Workday, ADP, SAP, Taleo
 - Microsoft Office Suite: Word, Excel, PowerPoint, Outlook, Teams
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References

Available upon request
