

# George Smith

## HR Generalist

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### Profile Summary

Dynamic and detail-oriented HR Generalist with over 5 years of experience in managing full-cycle recruitment, employee relations, and performance management. Proven track record in implementing HR policies that increase employee retention and satisfaction. Skilled in fostering a positive workplace culture and developing strategic solutions to drive organizational growth, ensuring compliance with labor laws.

### Work Experience

#### HR Generalist

XYZ Corporation

1st Jan, 2018 - Present

- Led the recruitment process, successfully filling over 200 positions in various departments, increasing company workforce capacity by 15%.
- Developed and implemented employee engagement programs that boosted employee satisfaction by 30%, reducing turnover rates by 20%.
- Facilitated monthly training sessions on compliance and best HR practices, increasing departmental efficiency by 25%.
- Revamped company-wide performance review process, leading to a 40% improvement in employee productivity.

#### HR Specialist

ABC Solutions

1st Jun, 2015 - 31st Dec, 2017

- Managed onboarding process for new hires, improving orientation efficiency by 35%.
- Coordinated annual compensation reviews and implemented strategies that equaled to a 10% increase in employee retention.
- Implemented a new HRIS system, reducing data management time by 20% and errors by 15%.

### Education

#### Harvard University

Master of Business Administration, Human Resources Management

1st Sep, 2013 - 31st May, 2015

#### University of Illinois

Bachelor of Arts in Psychology

1st Sep, 2009 - 31st May, 2013

### Skills

Recruitment, Employee Relations, Performance Management, HRIS, Strategic Planning, Training and Development, Labor Law Compliance

## **Notable Projects**

### **Diversity and Inclusion Initiative**

Designed and executed a diversity and inclusion initiative that increased workplace diversity by 25% over two years and improved overall employee morale.

## **Certifications**

### **Professional in Human Resources (PHR)**

Issued by HR Certification Institute, 1st Jan, 2017

## **Awards**

### **Excellence in Human Resources**

Awarded by XYZ Corporation, 15th Mar, 2019