

EMMA RAMSEY

HR Consultant

✉ emmaramsey@email.com

☎ (123) 456-7890

📍 Lansing, MI

🌐 [LinkedIn](#)

EDUCATION

Bachelor of Arts
Human Resources
Management

Calvin University

📅 2005 - 2009

📍 Grand Rapids, MI

SKILLS

- Interpersonal Communication
- Sourcing
- Critical Thinking
- Employee Training
- Financial Management
- HR Legal Knowledge (FMLA, ADA, HIPPA, Health Care Reform)

WORK EXPERIENCE

Human Resources Firm Consultant

People Matters, LLC

📅 2020 - current 📍 Lansing, MI

- Investigated associate relations issues and complaints generated through open door policies, reducing turnover by 34%
- Conducted monthly training and team-building workshops for 3 departments with 500+ employees
- **Mentored and counseled 220+ associates** on company benefits, compensation, and incentive plans

Human Resources Manager

Ciresi & Morek

📅 2020 - 2015 📍 Lansing, MI

- Managed 92 internal and contracted employees, resulting in a 29% increase in productivity
- Oversaw staffing projects with 14 major clients
- Coached and counseled 24 account managers on process improvements and skills assessments
- **Saved clients 30-50% money over competitors** by developing staffing strategy based on employer's technical needs

Human Resources Generalist

McLaren Health Care

📅 2012 - 2015 📍 Lansing, MI

- Oversaw payroll entries for 14 locations with 670+ employees
- Conducted entirety of onboarding processes for 421 new hires
- Administered promotions, rate changes, terminations, and other changes affecting HR payroll

HR Specialist

Chick Fil-A

📅 2009 - 2012 📍 Lansing, MI

- Collaborated with 4 recruiters to fill 1.5K open positions
- Served as a point of contact for interviewing, orientation, and general onboarding processes for 287 locations
- Assisted managers with employee relations issues, resolving 98% of conflicts within 48 hours