





EMMA RAMSEY

HR CONSULTANT

CONTACT

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(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