

Emma Ramsey

HR Consultant

emramsey@email.com

(123) 456-7890

Lansing, MI

[LinkedIn](#)

WORK EXPERIENCE

People Matters, LLC - Human Resources Firm Consultant

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

Ciresi & Morek - Human Resources Manager

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

McLaren Health Care - Human Resources Generalist

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

Chick Fil-A - HR Specialist

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

EDUCATION

Calvin University - Bachelor of Arts, Human Resources Management

2005 - 2009

Grand Rapids, MI

SKILLS

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