

JOANNE HENSLY

*Human Resources
Manager*

✉ joanne_h_128@gmail.com

☎ (123) 456-7890

📍 Brooklyn, NY 11222

🌐 linkedin.com/in/joanne_hensly

EDUCATION

Bachelor of Arts

Human Resource
Management

University of Pittsburgh

📅 2010 - 2014

📍 Pittsburgh, PA

SKILLS

PHR certification

ATS (Workday, Jobvite)

Compensation & Benefits

Payroll

Performance Management

CAREER OBJECTIVE

PHR certified human resources professional well versed in designing and administering recruiting, on-boarding, and compensation plans looking to continue to develop as a well-rounded HR manager.

WORK EXPERIENCE

Human Resources Manager

StoreBound

📅 March 2018 - current

📍 New York, NY

- Led new talent acquisition and recruitment processes for over 50 new full-time hires
- Administered company-wide compensation and benefit plans
- Conducted employee on-boarding and helped organizing training and development initiatives
- Worked with team members 1-on-1 and in small groups to enhance performance and employee satisfaction

Human Resources Manager

Uline

📅 January 2016 - February 2018

📍 New York, NY

- Collaborated with leadership on recruitment strategies, development plans, performance management, and employee engagement
- Provided guidance on employee relations and matters of corrective action
- Managed company organizational structure, roles, responsibilities, and staffing levels

Human Resources Coordinator

Uline

📅 September 2014 - December 2015

📍 New York, NY

- Scheduled candidates interviews for candidates across 30 roles
- Managed and administered all pre-employment assessments to prospective candidates
- Assisted with new employee on-boarding and ensured all pre-employment forms were properly completed