



GABRIEL STEWART

HUMAN RESOURCES SPECIALIST

CONTACT

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(123) 456-7890 

Fridley, MN 

[LinkedIn](#) 

EDUCATION

Bachelor of Science

Human Resource
Development

University of Minnesota

September 2010 - April 2014

Minneapolis, MN

SKILLS

BambooHR

Workable

15Five

Moodle

Slack

BambooHR Time
Tracking

CERTIFICATIONS

Professional in Human
Resources (PHR)

WORK EXPERIENCE

HR Specialist

Medtronic

December 2020 - current / Fridley, MN

- Implemented BambooHR to consolidate and manage HR data, **reducing time spent on administrative tasks by 36%.**
- Improved communication efficiency by streamlining communication across departments through Slack.
- Used 15Five to facilitate employee feedback and continuous performance management and boost retention by 29%.
- Developed a comprehensive e-learning program using Moodle to improve employee technical skills.

HR Coordinator

Polaris Inc.

July 2017 - October 2020 / Medina, MN

- Employed Workable for recruitment campaigns and improved the time-to-hire ratio by 31% for key roles.
- **Managed payroll and attendance using BambooHR Time Tracking,** reducing payroll errors by 37%.
- Reduced recruitment costs by 14% by optimizing talent sourcing strategies using Workable.
- Used Slack to disseminate HR announcements and policy updates, ensuring delivery and enabling prompt responses.

HR Assistant

Target Corporation

June 2014 - June 2017 / Minneapolis, MN

- Aided in overtime management using BambooHR Time Tracking and ensured accurate overtime compensation.
- Oversaw job posting structure and application process using Workable, increasing application processing rate by 16%.
- Aided in improving workforce skills by developing and coordinating employee training programs.
- Streamlined HR documentation by implementing a digital filing system that **reduced document retrieval time by 33%.**