


DYLAN TAYLOR

SENIOR HR MANAGER

CONTACT

d.taylor@email.com 

(123) 456-7890 

Indianapolis, IN 

[LinkedIn](#) 

EDUCATION

Bachelor of Science in
Business

Human Resource
Management

Indiana University
Bloomington

2008 - 2012

Bloomington, IN

SKILLS

BambooHR

Jobvite

Saba Cloud

BetterWorks

QuickBooks Payroll

Qualtrics EmployeeXM

ADP Time and Attendance

Google Workspace

Oracle Talent Management
Cloud

Namely Benefits

WORK EXPERIENCE

Senior HR Manager

Allison Transmission

2018 - current / Indianapolis, IN

- Spearheaded a company-wide HR strategy, leading to a **34% increase in satisfaction scores**, measured on Qualtrics EmployeeXM surveys.
- Introduced QuickBooks Payroll for processing monthly payrolls, lowering processing times by 29 minutes.
- Revamped employee benefits program on Namely Benefits, growing employee benefits satisfaction rates from 13% to 18%.
- Integrated ADP Time and Attendance for 1,431 employees, ensuring all workers clocked in and out at accurate times.

HR Manager

Salesforce

2015 - 2018 / Indianapolis, IN

- Trained 113 employees on Saba Cloud, bringing a **27% increase in workforce skill development**.
- Used Oracle Talent Management Cloud to overhaul the current talent management, accelerating annual talent retention rates by 16%.
- Drove a 12% uptick in monthly employee performance by integrating BetterWorks for organized goal setting and performance tracking.
- Led 4 D&I initiatives, gaining a 42% increase in minority hiring, and increasing their retention rates by 3.1% within two years.

HR Generalist

Zimmer Biomet

2013 - 2015 / Warsaw, IN

- Managed employee data for 287 staff members on BambooHR, maintaining a data accuracy rate of 96%.
- Improved team collaboration by integrating Google Workspace, decreasing project submission times by 7 hours.
- Resolved relations issues between 32 employees with a resolution success rate of 93%.
- **Revised and updated 28 HR policies**, ensuring complete compliance with current labor laws.