

# Hue Man Resource

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## HUMAN RESOURCE MANAGEMENT | CORPORATE TRAINING

- Experience building and maintaining productive relationships across all organizational levels with a commitment to fostering a positive and productive employee culture that mirrors company values
- Well-developed interpersonal skills coupled with outstanding verbal and written communication skills that actively engage a diverse learning environment in the workplace
- Strong initiative with the drive to tackle challenging employee issues while maintaining professional integrity and confidentiality; effective in motivating and coaching others

## INDUSTRY KNOWLEDGE COMPETENCIES

Employment Relations & Labor Law | Rewards & Performance Management | Planning & Project Management  
Leadership & Organizational Behavior | Negotiation & Conflict Management | Benefits & Compensation  
New Employee Onboarding | Training & Development

## EDUCATION

Bachelor of Science in **Business Administration**  
Concentration: **Human Resource Management**  
Colorado State University - Fort Collins, CO

Dec 20XX  
**Business GPA: 3.41**  
Cumulative GPA: 3.0

## HUMAN RESOURCE MANAGEMENT EXPERIENCE

**Human Resource Intern** - HEWLETT PACKARD, Fort Collins, CO Dec 20XX - Present

- Assisted Human Resource Manager with **onboarding** over 100 new employees during 2-month period
- **Researched** benefit packages that would decrease premiums and presented findings to management
- Input data into payroll and generated reports to **ensure compliance** for Fair Labor Standards Act (FLSA)
- Revised company **policy and procedures manual** involving department head collaboration; distributed to 225 employees
- Initiated a streamlined process for new hire paperwork resulting in an **increase in efficiency by 5%**

## HUMAN RESOURCE PROJECT EXPERIENCE

**Human Resource Planning and Development (MGT474)** - Training Program Project Oct 20XX  
COLORADO STATE UNIVERSITY - College of Business Management Department, Fort Collins, CO

- Designed and conducted 30-minute **training program** streamlining the onboarding process
- Presented training program to HR faculty, resulting in an A grade

## LEADERSHIP & COMMUNITY INVOLVEMENT

**Director of Corporate Relations** - Society of Human Resource Management (**SHRM**) Jan 20XX - Present  
COLORADO STATE UNIVERSITY - College of Business, Fort Collins, CO

- Recruit Human Resource experts to speak at monthly meetings adding 10 speakers to corporate resource database; coordinate logistics with guest speakers and follow up with notes of gratitude

**Volunteer Wayfinder** - POUDDRE VALLEY HOSPITAL, Fort Collins, CO May 20XX - Present

- Communicate directions and hospital information to visitors and patients - 10 hours per week

## ADDITIONAL WORK EXPERIENCE

**Server** - OLD CHICAGO, Fort Collins, CO Feb 20XX - Oct 20XX

- Provided extraordinary customer service for up to 100 customers per shift
- Successfully balanced part-time work schedule with full-time academic schedule while maintaining an above average GPA