

Aisha Patel

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SUMMARY

Dedicated Employee Relations Specialist with over 5 years of experience in fostering positive workplace environments and resolving employee conflicts. Proficient in implementing HR policies and driving engagement initiatives that enhance organizational culture.

EXPERIENCE

Employee Relations Specialist

Jan 2022 - Present

Tech Innovators Inc., Austin, TX

- Improved employee satisfaction ratings by 30% through targeted engagement initiatives and conflict resolution training.
- Reduced employee turnover by 15% over 12 months by designing a comprehensive onboarding and mentorship program.
- Utilized HRIS tools to streamline the reporting of employee grievances, resulting in a 40% decrease in response time.

HR Generalist

Apr 2019 - Dec 2021

Global Solutions Corp., Houston, TX

- Conducted over 50 employee investigations with a 95% resolution rate, ensuring compliance with company policies.
- Developed and implemented diversity and inclusion training programs, contributing to a 20% increase in workforce diversity.
- Collaborated with management to refine performance evaluation processes, improving employee performance scores by 10%.

HR Assistant

Jun 2017 - Mar 2019

NextGen Enterprises, Dallas, TX

- Assisted in the rollout of a new employee feedback system that increased participation rates by 50%.
- Managed the onboarding process for over 100 new hires, ensuring a smooth transition into the company.
- Supported the HR team in developing staff retention strategies that reduced turnover by 8%.

EDUCATION

Bachelor of Science in Human Resource Management

May 2018

University of Texas at Austin, Austin, TX • GPA: 3.7

SKILLS

Technical Skills: Conflict Resolution, Employee Engagement Strategies, HR Policy Development, Performance Management

Tools & Frameworks: HRIS Systems, Employee Surveys, Data Analysis Tools