

Amira Johnson

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SUMMARY

Detail-oriented and proactive recent graduate with a Bachelor's degree in Human Resources Management. Passionate about fostering positive employee relations and enhancing workplace culture. Adept at conflict resolution, data analysis, and supporting HR initiatives.

EXPERIENCE

HR Intern

Jan 2022 - Present

Global Tech Solutions, Atlanta, GA

- Assisted in resolving employee disputes, resulting in a 20% reduction in grievances reported over six months.
- Conducted employee satisfaction surveys with a 75% response rate, providing data-driven recommendations to improve workplace morale.
- Maintained and updated employee records using HRIS software, streamlining data retrieval processes and improving efficiency by 30%.

HR Assistant (Part-time)

Jun 2020 - Dec 2021

City of Atlanta, Atlanta, GA

- Supported HR team in onboarding 50+ new employees, improving the onboarding process to reduce time-to-hire by 15%.
- Collaborated in organizing employee engagement initiatives, contributing to a 10% increase in employee participation in company events.
- Assisted with compliance audits, ensuring 100% adherence to labor laws and internal policies.

Volunteer HR Coordinator

Sep 2019 - May 2020

Nonprofit Organization, Atlanta, GA

- Coordinated volunteer recruitment and training for events, leading to a 25% increase in volunteer retention rates.
- Developed and distributed training materials, enhancing the onboarding experience for new volunteers.
- Facilitated conflict resolution workshops for staff, improving team cohesion and communication.

EDUCATION

Bachelor of Science in Human Resources Management

May 2018

Georgia State University, Atlanta, GA • GPA: 3.7

SKILLS

Technical Skills: Conflict Resolution, Data Analysis, Employee Engagement Strategies, HR Policy Development

Tools & Frameworks: Workday, ADP Payroll, Microsoft Excel, SurveyMonkey