

Amina Patel

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SUMMARY

Dynamic HR Manager with over 7 years of experience in talent acquisition and employee engagement strategies. Proven track record in improving retention rates and implementing innovative HR solutions that foster a positive workplace culture.

EXPERIENCE

HR Manager

Jan 2022 - Present

Tech Innovations Inc., Seattle, WA

- Increased employee retention by 25% within one year by establishing a comprehensive onboarding program.
- Implemented a new performance management system that improved employee satisfaction scores by 40%.
- Led a diversity and inclusion initiative that resulted in a 15% increase in underrepresented groups in hiring.

HR Generalist

Jun 2018 - Dec 2021

Global Solutions Ltd., Seattle, WA

- Streamlined recruitment processes, reducing time-to-hire by 30% through the use of ATS and targeted job postings.
- Conducted training workshops that improved team performance metrics by 20%.
- Managed employee relations issues, leading to a 50% decrease in formal grievances.

Recruitment Specialist

Mar 2015 - May 2018

Dynamic Enterprises, Portland, OR

- Sourced and recruited over 150 candidates across various roles, achieving a 90% offer acceptance rate.
- Developed and executed employer branding strategies that improved candidate quality and engagement.
- Collaborated with management to identify staffing needs and create strategic hiring plans.

EDUCATION

Bachelor of Science in Human Resource Management

May 2018

University of Washington, Seattle, WA • GPA: 3.7

SKILLS

Technical Skills: Talent Acquisition, Employee Engagement, Performance Management, HR Analytics

Tools & Frameworks: Workday, SAP SuccessFactors, LinkedIn Recruiter