**MICHELLE JONES**

HUMAN RESOURCES MANAGER

**ABOUT ME**

**EDUCATION**

**WORK EXPERIENCE**

**CONTACTS**

**PROFESSIONAL SKILLS**

**REFERENCES**

**HOBBIES**

I am a Human Resources Manager. I am interested in working for a stable company that will encourage my growth and development to be the most eﬃcient and eﬀective employee I can possibly be.

**MASTER OF ARTS**

**TEXAS A&M UNIVERSITY**

**BACHELOR OF ARTS**

**BLACK HILL STATE UNIVERSITY**

2011-2013

400 Bizzell St,College Station, Texas

2007-2011

Spearfish,South Dakota

**HR MANAGER**

**BIG BANG COMPANY**

**HR MANAGER**

**SENIOR HREXECUTIVE**

**HR EXECUTIVE**

**GANGZU TECHNOLOGIES**

**EVERRED LTD.**

**EVERGREEN LTD.**

**ROD RODERICK**

**MELISSA HEART**

Chairman

Phone : +56-1234-56789

E-mail: rick@email.com

President

Phone : +56-1234-60005

E-mail: heart@email.com

Direct all hiring and training procedures for new employees.Coordinate and direct work activities for managers and employees.

Organize, maintain and update employee HRIS information as needed.

2013-2014

2014-2015

2015-2016

2016- Present

Advise managers on organizational policy matters and recommend needed changes.

Maintains organization staff by establishing a recruiting, testing, and interviewing program.

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michellejones@email.com

162 Glory Road, NashvilleTennessee

Staﬃng and Recruiting

Performance Management

Strategies

Interviewing expertise

Beneﬁts Administrator

Employment Law Knowledge

Employee Relations

Manager Coaching and Training

Payroll Expertise

Employee Handbook

National Human Resource