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# Jane Doe

## Human Resources Manager

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### Summary

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Results-driven Human Resources Manager with 5+ years of experience in the hospitality industry, proven track record of improving employee engagement, reducing turnover, and developing strategic HR initiatives that drive business results

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### Experience

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#### Human Resources Generalist

The Ritz-Carlton — New York, USA — Jan 2018 - Dec 2020

Human Resources Generalist

- Developed and implemented a diversity and inclusion training program that increased employee engagement by 25%
- Improved time-to-hire by 30% through process improvements and strategic recruitment initiatives
- Reduced employee turnover by 15% through effective retention strategies and employee recognition programs

#### Human Resources Manager

Hilton Hotels & Resorts — Los Angeles, USA — Jan 2021 - Present

Human Resources Manager

- Managed a team of 5 HR professionals and provided coaching and development opportunities that resulted in a 20% increase in team productivity
- Created and implemented a comprehensive employee onboarding program that improved new hire satisfaction by 40%
- Collaborated with senior leadership to develop and implement a company-wide talent management program that resulted in a 10% increase in internal promotions

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### Education

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#### Master's Degree in Human Resources Management

New York University — New York, USA — Jan 2015 - Dec 2017

Human Resources Management — 3.8/4.0

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### Skills

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Recruitment and Hiring	Employee Relations	Benefits Administration	Performance Management
HRIS Systems	Compliance and Risk Management	Training and Development	Communication and Interpersonal Skills