

Sarah Mitchell

Human Resources Manager

sarah.mitchell@example.com (555) 123-4567

Austin, TX [LinkedIn](#)

PROFESSIONAL SUMMARY

Strategic Human Resources Manager with 8+ years of experience driving talent acquisition, employee engagement, and operational excellence. Proven track record of reducing time-to-hire by 30% and improving employee retention rates through data-driven initiatives. Adept at aligning HR strategies with business goals.

EXPERIENCE

Human Resources Manager

2022 - Present

Apex Innovations

- Reduced time-to-hire by 30% by implementing a structured interview process and leveraging recruitment analytics.
- Improved employee retention by 15% through the launch of a comprehensive wellness program and stay interviews.
- Managed full-cycle recruitment for 120+ positions annually, filling critical roles within an average of 25 days.
- Developed and delivered HR training programs that increased manager competency in performance reviews by 40%.
- Led HRIS implementation, streamlining payroll and benefits administration, reducing processing errors by 20%.

Senior HR Generalist

2019 - 2022

TalentCore Solutions

- Supported a workforce of 500+ employees, handling employee relations, conflict resolution, and policy interpretation.
- Designed and facilitated new hire orientation, achieving a 95% satisfaction score from participants.
- Rolled out a performance management system that improved goal alignment across departments, increasing productivity by 12%.
- Analyzed turnover data to identify trends, leading to targeted retention initiatives that reduced voluntary turnover by 18%.

SKILLS

Core Skills: Talent Acquisition & Recruitment, Employee Relations, Performance Management, Onboarding & Orientation, HRIS (Workday, BambooHR), Compensation & Benefits, HR Policy Development, Data Analysis & Reporting, Conflict Resolution, Training & Development, Compliance & Labor Laws, Employee Engagement

EDUCATION

Bachelor of Science in Human Resource Management

2018

University of Texas at Austin