

Sophia Twigg

Human Resources Manager

City, ST

(123) 456-7890

email@example.com

HR manager with expertise in employee relations and workforce development

Results-driven HR leader with 10+ years of experience optimizing talent management, employee engagement, and HR policy development. Adept at improving workplace culture and compliance initiatives.

Professional Experience

HR Manager

FutureTech Solutions | Denver, CO

May 2018 - Present

- Reduced employee turnover by 30% by implementing career development programs
- Led recruitment efforts, hiring over 100+ employees and reducing time-to-fill by 20%
- Developed training initiatives that improved onboarding efficiency by 25%

HR Generalist

ABC Corporation | Denver, CO

June 2014 - May 2018

- Managed benefits administration for 500+ employees, improving satisfaction rates
- Assisted in performance review processes, increasing employee engagement scores
- Developed compliance policies that reduced legal risks by 15%

Education

Bachelor of Science in Human Resource Management

University of Colorado | 2014

Key Skills

- Talent acquisition
- Employee engagement
- HR policy development
- Performance management
- Benefits administration