Melanie Ford

**HR Generalist**

Raleigh, NC 27601 | (919) 555-2184

melanie.ford@email.com LinkedIn | Portfolio

**HR generalist with eight years of experience supporting employee relations, beneﬁts administration, and talent acquisition. Skilled in HR policy development, onboarding, and compliance with labor regulations. Building positive workplace cultures and streamlining HR processes to support organizational goals.**

# Professional Experience

**HR Generalist**

*BrightPath Enterprises, Raleigh, NC May 2019 - Present * Administer beneﬁts and compensation programs for a workforce of over 250 employees across three oﬃces  Support full-cycle recruiting eﬀorts, reducing average time-to-hire by 18% through process improvements

 Develop and implement employee engagement initiatives that increased staﬀ retention by 22%

**HR Coordinator**

*Lumenis Health Systems, Durham, NC June 2016 - April 2019*

 Managed onboarding for new hires and created standardized onboarding materials to ensure a consistent experience

 Performed employee investigations and supported managers with performance management documentation

 Maintained HRIS records and generated quarterly reports for leadership review

# Key Skills

**Beneﬁts administration - Expert Employee engagement - Proﬁcient**

**HR policy implementation - Competent Recruiting and onboarding - Amateur Workplace compliance - Beginner**

# Education and Certifications

Bachelor of Science (B.S.) Human Resource Management North Carolina State University, Raleigh, NC | May 2016

Professional in Human Resources (PHR) HR Certiﬁcation Institute | 2018

SHRM Certiﬁed Professional (SHRM-CP)

Society for Human Resource Management | 2019