

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