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| A person looking to the right |  | jordan ellis |
| Human Resources |
| contact (123) 456-7891 jordanellis@email.comLANGUAGESEnglishSpanishSKILLS* Employee Relations
* Conflict Resolution
* Benefits Administrator
* Organizational Development
* Diversity & Inclusion
* HR Digital Tools

Certifications* SPHR
* HR Analytics Certification
 |  |  | ProfileAspire to leverage a blend of hands-on HR experience and certifications to foster robust employee relations, enhance benefits administration, and drive HR strategic initiatives. Seeking opportunities that challenge conventional HR approaches and embrace innovation.EDUCATION HISTORYMBA with a focus on Human Resources, Jan 20XXSeattle University - Seattle, WAWORK EXPERIENCEBenefits Coordinator, JKL Partners, Aug 20XX - Dec 20XX* Curated flexible benefits packages that became a major attraction for prospective employees.
* Served as the liaison between the company and insurance providers, ensuring timely claim settlements.

HR Consultant, GHI Partners, Aug 20XX - Dec 20XX* Collaborated with multiple clients to revamp their HR strategies, achieving an average 20% increase in staff morale across projects.
* Streamlined HR processes for clients, resulting in an average cost-saving of 15%.
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