[Street Address]

[City, ST ZIP Code]

[Telephone] | [Website]

[Email]

Jordan Ellis

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| Objective |  | Meticulous HR manager with significant prowess in training & development and HRIS implementation. Endeavors to capitalize on technical skills to optimize HR processes, enhance employee training regimes, and maximize data-driven decision-making in a challenging HR environment. |
| Professional Achievements |  | HRIS Implementation & Data Management Spearheaded the transition to a new HRIS, ensuring seamless data migration with 99.9% accuracy.  Conducted workshops to train HR personnel, improving system proficiency and operational efficiency. Training & Development Designed and implemented training programs, increasing productivity by 30%.  Created a structured training calendar adopted company-wide, standardizing employee development processes. Benefits Administration & Talent Management Negotiated cost-effective employee benefits packages, improving satisfaction while controlling costs.  Supported talent management initiatives by aligning employee development goals with organizational objectives. |
| Certifications |  | SHRM-CP  Talent Management Certification |
| Work History |  | HRIS Analyst | GHI Innovations | Seattle, WA Nov 20XX – Present Training and Development Specialist | DEF Group | Seattle, WA Dec 20XX – Nov 20XX |
| Education |  | MasterS in Human Resources Management | Seattle University | 20XX You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors. |