Jordan Ellis

432 W 1st St | Seattle, WA | 999.888.7777 | jordanellis@email.com

# OBJECTIVE

Dedicated HR expert with over 7 years of progressive experience in recruitment, talent acquisition, and labor law. Committed to enhancing organizational effectiveness by streamlining HR processes, strengthening employee relations, and facilitating staff development. Eager to bring expertise to a reputable firm, ensuring continued excellence in human resource management.

# EXPERIENCE

### **Human Resources Manager**

### Olson Harris Ltd. | Seattle, WA Feb 20XX – Jan 20XX

Managed a team of 10 HR professionals, fostering a collaborative work environment. Rolled out a company-wide feedback system which bolstered employee satisfaction scores by 30%.

## Human Resources Associate

### Olson Harris Ltd. | Seattle, WA Jul 20XX – Jun 20XX

Played a pivotal role in recruitment by filling 100+ roles annually, reducing time-to-hire by 15%. Designed and implemented a new employee onboarding program, improving employee retention by 20%.

# EDUCATION

## Certificate in Employee Relations

### University of Washington | Seattle, WA Jun 20XX

## Bachelor of Science in Human Resources Management

### Seattle HR Institute | Seattle, WA Jun 20XX

# Certifications & Skills

* PHR (Professional in Human Resources)
* CEBS (Certified Employee Benefit Specialist)
* Recruitment & Talent Acquisition
* Labor Law & Compliance
* Organizational Development

# REFERENCES

## Briana Hernandez

Olson Harris Ltd. | Contact information