

Nailyn Holen

Human Resources Business Partner

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☎ (248) 698-0258

📍 3322 Gold Street, Rapid City, SD 57701

EDUCATION

Bachelor of Science in Human Resources at University of South Dakota, SD

Aug 2013 - May 2017

I have learned how to communicate with people, how to manage people, and how to resolve conflict.

LINKS

[linkedin.com/in/nailynholen](https://www.linkedin.com/in/nailynholen)

SKILLS

Human Resources

Business Administration

Communication Skills

Organizational Skills

Interpersonal Skills

Microsoft Office Suite

LANGUAGES

English

Arabic

HOBBIES

Organizing social events

Coaching a sports team

Volunteering for a local charity

PROFILE

I am a human resources business partner with over 5 years of experience. I have worked in various industries and have gained a wealth of knowledge in the field of human resources. I am passionate about helping organizations to attract, develop, and retain top talent. I believe that every organization has the potential to be great if they invest in their people. My goal is to help organizations reach their full potential by providing them with high-quality HR services.

EMPLOYMENT HISTORY

● Human Resources Business Partner at The Law Firm of Galan, DeBlanc & Young, P.A., SD

Apr 2022 - Present

- Led the development and implementation of a new performance management system that resulted in a decrease in the number of employee complaints by 25%.
- Successfully negotiated salary increase for employees during union contract negotiations, resulting in an average wage increase of 3%.
- Worked with senior leadership to develop a new benefits package that increased employee satisfaction by 5%.
- Created and implemented a new onboarding program that reduced turnover rates by 2%.
- Led a team of HR professionals in developing and implementing a company-wide Diversity & Inclusion initiative that led to a decrease in race and gender based discrimination complaints by 15%.

● Human Resources Business Partner II at The Law Firm of Jones, Jones & Brown, PLC, SD

Sep 2017 - Mar 2022

- Led the development and implementation of a new onboarding program that increased employee satisfaction by 10%.
- Redesigned the company's performance review process, resulting in a 5% increase in employee productivity.
- Created a new training program for managers on how to effectively communicate with employees, resulting in a 3% reduction in turnover.
- Implemented a new system for tracking employee absences, reducing unplanned absenteeism by 2%.
- Negotiated new health insurance benefits for employees that saved the company \$5,000 per year.

CERTIFICATES

Certified Human Resources Business Partner (CHRP)

May 2021

Certified Human Resources Professional (CHRP)

Dec 2019