

Abiha Albores

Human Resources
Generalist

Details

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2345 Jefferson St, Saint Louis, MO 63103

Profile

I am a Human Resources Generalist with over 5 years of experience. I have worked in a variety of industries and have gained valuable knowledge and skills in human resources. I am knowledgeable in all areas of HR, including recruitment, employee relations, benefits administration, and compliance. I am a strategic thinker who can see the big picture and develop creative solutions to problems. I am also an excellent communicator and have superb interpersonal skills. These skills allow me to build strong relationships with employees at all levels within an organization

Employment History

Human Resources Generalist at Express Employment Professionals, MO

Apr 2022 - Present

- Led recruitment efforts for a company of 500 employees, resulting in a decrease in turnover by 15%.
- Implemented new employee onboarding program, resulting in a 20% increase in employee satisfaction.
- Created and implemented training programs, resulting in a 10% increase in productivity.
- Negotiated health insurance rates for a company of 1000 employees, resulting in a savings of \$100,000 per year.
- Led the development of the company's first ever Employee Handbook, which was distributed to all employees.

Human Resources Specialist at ManpowerGroup, MO

Sep 2017 - Feb 2022

- Hired and trained 100 employees in new company policies and procedures.
 - Implemented a new performance review process that improved employee satisfaction by 20%.
 - Developed and implemented a new onboarding program that reduced turnover by 15%.
 - Led a team of HR specialists in creating a benefits package that saved the company \$100,000 per year.
 - Negotiated with vendors to get discounts on office supplies, saving the company \$5,000 per year.
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Education

Bachelor of Science in Human Resources at Missouri State University

Aug 2012 - May 2017

I have learned how to manage people, finances, and workflows within an organization.