Ary Dowie

Human Resources Manager

👤 Profile

I am a Human Resources Manager with over 5 years of experience. I have extensive experience in all aspects of human resources, including recruitment, training and development, employee relations, and compensation and benefits. I am a highly motivated individual who is able to work effectively in a fast-paced environment. I have excellent communication skills and am able to build strong relationships with employees at all levels within an organization.

💼 Employment History

Human Resources Manager at ADP, MA

May 2022 - Present

- Hired and trained a staff of 15 human resources professionals.
- Implemented a new employee onboarding program that reduced turnover by 25%.
- Conducted annual performance reviews for all employees.
- Negotiated health insurance and retirement benefits for employees.
- Investigated and resolved employee complaints in a timely manner.

Human Resources Generalist at Paychex, MA

Aug 2017 - Apr 2022

- Hired and trained a team of 10 new HR employees.
- Led the development of a new employee onboarding program.
- Created a company-wide policy manual.
- Implemented a new performance review system.
- Negotiated and renewed contracts with 3 major vendors.

🎓 Education

Bachelor of Science in Human Resources Management at Northeastern University, Boston, MA

Aug 2012 - May 2017

I have learned how to manage and motivate employees, as well as how to resolve conflict within an organization.

📋 Certificates

Certified Human Resources Manager (CHRM)

Oct 2020

Certified Human Resources Professional (CHRP)

Jun 2019

📋 Memberships

Society for Human Resource Management

American Management Association

Details

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Links

linkedin.com/in/arydowie

Skills

Recruiting

Employee Relations

Training and Development

Compensation and Benefits Administration

Performance Management

Employment Law Compliance

Organizational Development

Languages

English

Arabic

Hobbies

Organizing

Scheduling

Filing