Janine Davis

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# Summary

# Professional, certified HR Generalist with 6+ years experience in all areas of human resources, including talent acquisition, performance assessment, job analysis, and employee relations. Exceptional skills in areas of interviewing, collaboration, negotiations, and conflict management. Proven success in employee retention rates and implementation of training programs.

# Experience

## HR Generalist — Sheldon-Leonard Manufacturing, Los Angeles, CA — 07/2018 to Current

* Recruited highly qualified talent through the use of job boards, ATS, and personal networking
* Created and implemented employee training programs and materials, leading to a 30% increase in job performance at management levels and 24% in non-management positions
* Streamlined interviewing process, cutting hiring costs by 18%
* Implemented employee bonus program, job incentives, and employee recognition program, leading to 37% increase in employee retention
* Introduced employee surveys to conduct feedback on organizational policies, resulting in a 14% morale boost and 20% increase in job satisfaction
* Trained HR staff of four employees in employee relations practices

## HR Assistant —Soft Kitty Productions, Los Angeles, CA — 09/2016 to 06/2018

* Provided direct support to HR administrator in the update and publication of organizational policies and initiatives
* Coordinated interview schedules
* Developed and maintained new personnel filing system containing recruiting, job performance, and payroll information
* Assembled new hire packets and directed new hire orientation
* Collaborated with six department heads to assess departmental needs and generate job descriptions

# EDUCATION

**MBA in Human Resources, 2017**

California State University

Fullerton, CA