Experienced HR Director with 8+ years of experience working in human resources management across digital and IT sectors. Proficient in sourcing and recruiting top talent from leading universities. Adept at developing work policies, designing internship programs, and designing internship programs.

Maggie Smith

Human Resources Director

54 Corbett Road, San Francisco, CA 94100

**Nationality**: American

**DOB**: Jun 23 1985

**T:** 235-963-0005

**M:** adajunes@gmail.com

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**Experience**

**Human Resources Director - Quail and Clark - 2014 – 2022**

* Oversaw a team of 20 HR professionals to improve work-life balance and mental health of employees during COVID-19 pandemic.
* Curated new work policies and benefit programs for employee welfare.
* Designed an internal platform to assess employee performance metrics.
* Reduced employee turnover rate by 34% through Speak Up initiative for employees.

**Human Resources Assistant - Quail and Clark - 2013-2014**

* Oversaw HR policies and programs alongside senior HR managers.
* Managed onboarding process for summer interns.
* Helped input employee data into company system for annual performance review.

**Education**

**Bachelor of Arts in Human Resource Management - New York University, NY  
2010 – 2013**

Graduated magna cum laude with a 3.7 GPA.

Excelled in management, psychology, and sociology.

Relevant Coursework: Business Management and Employee Recruitment

**Skills**

Communication | Conflict Resolution | Interpersonal Skill | Administration Knowledge

**Certificates**

SHRM Certification in Human Resource Management (Society for Human Resource Management, 2013)

HR Certification – Level II (LinkedIn, 2014)