**Karen L. Martin**

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**Job Objective:**

Looking for an HR analyst position with “Excel International Corporation” to support in human resource activities, maximize work efficiency, enhance payroll process, and improve employee retention by implementing various programs for the benefit of employees.

**Summary of Skills:**

* Skilled in preparing compensation, retirement, and health & welfare plans for employees
* Experienced in coordinating training programs, hiring activities, and company projects
* Strong knowledge of HR laws, IRS regulations, labor relations, and salary analysis
* Skilled in preparing performance metrics, researching, analyzing, and presenting data
* Ability to plan and initiate skill-development programs for employees
* Ability to recommend solutions for enhancing productivity and improving employee retention percentage
* Skilled in analyzing and enhancing employee relationships with the management

**Work Experience:**

Human Resources Analyst

City Consulting Inc., Richmond, VA

October 2015 – Present

* Coordinating with the HR team for recruitment, training, and employee relations programs
* Collecting, compiling, and presenting human resource information to managers and stakeholders
* Gathering and analyzing statistics on employees salaries and preparing tests for all types of job openings
* Ensuring salary, job designation, and responsibilities are matching with each other
* Developing performance metrics and recommending training programs for employees
* Preparing compensation, retirement, and health & wellness plans for employees

Human Resources Administrative Assistant

Pitney Bows Philadelphia, Richmond, VA

February 2012 – September 2015

* Supported the HR team for improving client service and enhancing payroll system
* Coordinate and promoted various programs such as wellness, compensation, and retirement
* Entered, stored, and updated information of employees in HRIS
* Resolved queries and inquiries of managers, employees, and stakeholders
* Initiated and coordinated HR practices for the benefits of employees
* Assisted in preparing employee payrolls by providing necessary information such as incentives, monthly bonus, leaves, etc.

Human Resources Executive

FTR Mid-Atlantic, Philadelphia, Richmond, VA

March 2011 – January 2012

* Prepared spreadsheets, requisition forms, and other documents in Word and Excel, and performed other clerical duties as assigned
* Managed paperwork as per company's policies, updated employee status in database, and solved queries related to compensation programs
* Posted current job openings on official website and different job portal and kept a track of all hiring process
* Supported in compensation, benefits, and safety programs
* Assisted in the preparation of compensation plans, and training programsPrepared spreadsheets, requisition forms, and other documents in Word and

**Education:**

* Bachelor's Degree in Business Administration
Fox School of Business & Management, Richmond, VA
2010
* Certification in Industrial Development and Organizational Administration
ABC Technical Institute, Richmond, VA
2011

**Affiliations:**

* The Society of Human Resources Management (SHRM)
* CHRA (Certified Human Resource Analyst), Member

**Reference:**

On request.