

EXPERIENCE

- **HR GENERALIST**

Meadow Laboratories, Chicago, IL September 2014 - Present

- Implemented effective HR policies to ensure all practices are in compliance with labor and employment regulations.
- Increased employee retention rates above 90% by creating and maintaining a positive work environment.
- Developed targeted outreach recruitment programs to recruit more minorities and meet affirmative action requirements.
- Created a website with an embedded database and FTP functionality to enable online recruitment which has resulted in a 10% reduction in recruitment costs for the organization.

- **HR GENERALIST**

Meadow Laboratories, Chicago, IL June 2012 - August 2014

- Advised prospective employees on various tips and tricks that would assist them in gaining employment with the organization.
- Conducted several seminars for hospital employees to update them on employee benefit options.
- Invited 10+ motivational speakers and industry experts to give lectures and speeches to employees on new industry standards and how to build confidence and morale in the workplace.
- Updated 100+ employee records and job assignments daily.



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