

# Isabelle Evans IT HR Middle

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New York City, USA (Ready to relocate) {Full-time at office}

## SUMMARY

- Human Resources manager with 4 years experience.
- Managed all Human Resources functions in a 200-employee IT-company. Handled oversight, payroll processing, interviewing, and documentation.

HRIS, Taleo, Office, Excel,

## EXPERIENCE

Jun 2018 - present 6.8 years IT HR

Resume LTD, < [resume.it](https://www.resume.it) > New York City, USA

IT HR Middle

- Through employee retention programs, increased retention 20%.
- Cut lead time for recruiting by 25%.

Taleo, Workday, Office, Excel,

Oct 2016 - Jun 2018 1.7 year IT HR

Resume LTD, < [resume.it](https://www.resume.it) > New York City, USA

IT HR Junior

- Managed recruitment for 25 key employees. Drove lead time for recruiting process from 50 days down to 40 days in one year.
- Raised training and development hours 10% per employee per year.

HRIS, SPHR, Office, Excel,

## EDUCATION

Sep 2012 - May 2016, 3.7 years

Penn State University, USA, State College

Bachelor's degree in Human Resources

## LEADERSHIP AND AWARDS

- SHRM-CP HR Generalist Certification
- Yellow Belt Certification in Lean Six Sigma