

# ALLISON ROSENBERG

(123) 456-7890 | allison@example.com | Philadelphia, PA 12345 | [LinkedIn](#)

Collaborative HR Manager with ten years of experience. Proven record of developing performance management strategies to raise operational efficiency. Skilled at creating communication systems to improve cross-functional alignment. Senior Professional in Human Resources (SPHR). Bilingual: Fluent in English and Spanish.

## EDUCATION

**BACHELOR OF SCIENCE (BS) —  
HUMAN RESOURCE MANAGEMENT**  
Temple University, Philadelphia, PA |  
2013

## KEY SKILLS

- Change Management
- HR Department Strategy
- Organizational Development
- Quality Assurance
- Staff Recruiting & Retention
- Succession Planning
- Talent Management
- Vendor Contract Negotiations

## CERTIFICATIONS

- Human Resource Certification Institute (HRCI)
- Senior Professional in Human Resources (SPHR) | 2017
- Professional in Human Resources (PHR) | 2014

## LANGUAGE

- Fluency in Spanish

## PROFESSIONAL EXPERIENCE

### HR MANAGER

Murdock Mortgage Firm,  
Philadelphia, PA  
October 2016 to Present  
[Financial firm with 1,000+  
employees]

- Coordinate all salary planning, talent management, and succession planning
- Led transition to remote workflows during the global pandemic, created Covid-19 safety protocols and testing requirements, and coordinated with senior leaders to provide HR support to maintain team morale
- Identified and selected vendors to outsource IT functions, reducing yearly costs by \$2M

### HR MANAGER

Anderson & Roberts Legal Associates,  
Philadelphia, PA  
June 2013 to October 2016  
[Prestigious legal firm with 300+  
associates]

- Led the recruitment and build-out of the marketing department, created employee onboarding processes, and conducted benefits and salary negotiations
- Ensured compliance with federal and state labor laws and employment regulations
- Spearheaded change management efforts to promote diversity, equity, and inclusion (DEI)