Jordan Ellis | Human Resources Manager | Talent Development & Employee Relations

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Basics

- Strategic Human Resources Manager with 8+ years of experience in talent acquisition, employee relations, and organizational development.
- Proven track record of designing and implementing HR programs that improve retention, engagement, and compliance.
- Expertise in HRIS implementation, compensation and benefits administration, and performance management.
- Collaborative leader skilled in partnering with cross-functional teams to align HR initiatives with business goals.

Education

University of Illinois at Urbana-Champaign **https://illinois.edu**
Master, Human Resources Management, Score: 3.9 *Aug 2012–May 2014*

- Graduated with honors, focusing on strategic HR and data-driven decision making.
- Completed a capstone project on employee engagement strategies for a Fortune 500 company.

Courses: Strategic Human Resource Management, Organizational Behavior, Compensation and Benefits, Employment Law, Talent Acquisition and Retention, HR Analytics

DePaul University **https://www.depaul.edu**
Bachelor, Psychology, Score: 3.7 *Sep 2008–Jun 2012*

- Developed strong foundation in human behavior and organizational dynamics.
- Interned at a local nonprofit, assisting with volunteer coordination and training.

Courses: Industrial and Organizational Psychology, Research Methods, Social Psychology, Statistics

Work

Apex Solutions Inc. **https://www.apexsolutions.com**
Human Resources Manager *Mar 2019–Present*

- Lead a team of 5 HR professionals, overseeing all HR functions for a 500-employee organization.
- Developed and implemented a new talent acquisition strategy, reducing time-to-fill by 30% and improving quality of hire.
- Launched an employee wellness program that increased participation by 45% and reduced absenteeism by 15%.
- Partnered with leadership to redesign performance management process, resulting in 20% increase in goal completion.
- Ensured compliance with federal, state, and local employment laws, passing all audits with zero findings.

Keywords: Talent Acquisition, Employee Relations, Performance Management, Compliance

BrightWave Technologies **https://www.brightwave.io**
Senior HR Generalist *Jun 2016–Feb 2019*

- Managed full-cycle recruitment for technical and non-technical roles, filling 120+ positions in 3 years.
- Administered compensation and benefits programs, conducting annual market analysis and benchmarking.
- Implemented an HRIS system (Workday) that streamlined onboarding and reduced paperwork by 80%.
- Provided coaching and guidance to managers on employee relations issues, resolving 95% of cases without escalation.

Keywords: Recruitment, HRIS, Compensation, Employee Relations

Community Health Network **https://www.communityhealth.org**
HR Coordinator *Jul 2014–May 2016*

- Supported HR operations including onboarding, offboarding, and employee records management.
- Assisted in organizing training sessions and maintaining training records for 300+ employees.
- Processed payroll and benefits changes accurately and timely.

Keywords: Onboarding, HR Operations, Payroll

Languages

English: Native or Bilingual Proficiency — **Keywords**: Native speaker

Spanish: Full Professional Proficiency — **Keywords**: DELE C1

Skills

Talent Acquisition: Expert — **Keywords**: Sourcing, Interviewing, Employer Branding, Offer Negotiation

Employee Relations: Advanced — **Keywords**: Conflict Resolution, Coaching, Policy Development, Investigations

HRIS & Analytics: Advanced — **Keywords**: Workday, SAP SuccessFactors, Tableau, Excel

Compensation & Benefits: Advanced — **Keywords**: Market Benchmarking, Job Evaluation, Benefits Administration

Learning & Development: Intermediate — **Keywords**: Needs Assessment, Curriculum Design, LMS Administration

Compliance: Advanced — **Keywords**: FMLA, ADA, EEO, FLSA

Awards

HR Excellence Award

Apex Solutions Inc. — *Nov 2021*

Recognized for outstanding contributions to employee engagement and retention, resulting in a 25% reduction in turnover.

Dean's List

University of Illinois at Urbana-Champaign — *May 2014*

Awarded for academic excellence in the Master of Human Resources Management program.

Certificates

SHRM Senior Certified Professional (SHRM-SCP) — **https://www.shrm.org/certification**

Society for Human Resource Management — *Jan 2020*

Professional in Human Resources (PHR) — **https://www.hrci.org/certification**

HR Certification Institute — *Jun 2017*

Publications

HR Today Magazine — **https://www.hrtoday.com/remote-engagement**

Building a Culture of Engagement in Remote Teams — *Aug 2022*

- Article discussing strategies for maintaining employee engagement in remote and hybrid work environments.
- Highlights case studies from Apex Solutions and other leading organizations.

References

Dr. Patricia Nguyen — **(217) 555-0142**

Former Professor and Mentor — *patricia.nguyen@illinois.edu*

Jordan Ellis was an exceptional student and has become a standout HR professional. Their strategic thinking and people-first approach make them an invaluable asset to any organization.

Projects

Employee Wellness Program Redesign — **https://www.apexsolutions.com/wellness**

A comprehensive wellness program aimed at improving employee health and reducing burnout. — *Jan 2020–Dec 2020*

- Conducted needs assessment survey and focus groups to identify key health concerns.
- Partnered with wellness vendors to offer fitness classes, mental health resources, and nutrition workshops.
- Achieved 45% employee participation and 15% reduction in absenteeism within the first year.

Keywords: Wellness, Engagement, Burnout Prevention

HRIS Implementation

Led the implementation of Workday HRIS for a 300-employee organization. *Mar 2017–Nov 2017*

- Managed project timeline, vendor coordination, and data migration.
- Developed training materials and conducted workshops for managers and employees.
- Reduced onboarding paperwork by 80% and improved data accuracy.

Keywords: HRIS, Workday, Project Management

Interests

Professional Development: SHRM Membership, HR Conferences, Mentoring

Community Service: Volunteering, Nonprofit Board

Outdoor Activities: Hiking, Cycling, Camping

Volunteer

SHRM Chicago Chapter **https://www.shrmchicago.org**

Volunteer Coordinator *Jan 2018–Dec 2021*

- Coordinated volunteer activities for monthly chapter meetings and annual HR conference.
- Recruited and managed a team of 15 volunteers, ensuring smooth event operations.
- Increased volunteer participation by 30% through outreach and recognition programs.