

MICHAEL ANDERSON

Human Resources Manager

- San Francisco, CA
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Dedicated Non-Profit Human Resources Manager with a focus on enhancing organizational culture and employee well-being. Extensive experience in developing and executing HR policies that align with the mission of non-profit organizations. Proven ability to manage diverse teams and foster a collaborative work environment. Strong expertise in conflict resolution, employee relations, and performance management.

WORK EXPERIENCE

Human Resources Manager | Together We Thrive

Jan 2022 – Present

- Developed HR policies that enhanced workplace culture and employee satisfaction.
- Implemented conflict resolution strategies that reduced grievances by 30%.
- Managed performance reviews and feedback processes for over 100 employees.
- Facilitated training workshops focused on team collaboration.
- Oversaw employee benefits administration, ensuring competitive offerings.
- Conducted exit interviews to gather insights for improvement.

HR Assistant | Community Builders

Jul 2019 – Dec 2021

- Supported HR operations in recruitment and onboarding processes.
- Maintained HR databases for accuracy and compliance.
- Coordinated training sessions for staff development.
- Assisted in performance appraisal processes.
- Engaged in community outreach initiatives to support local programs.
- Facilitated employee feedback surveys to inform HR strategies.

SKILLS

organizational culture

conflict resolution

performance management

employee relations

training initiatives

employee advocacy

EDUCATION

Bachelor of Science in Human Resource Management

2015 – 2019

Florida State University

ACHIEVEMENTS

- Improved employee satisfaction ratings by 45% within two years.
- Recognized for excellence in developing conflict resolution training programs.
- Successfully implemented a new HRIS that streamlined HR processes.

LANGUAGES

English

Spanish

French