Priya Bennett

HR Manager

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Summary

HR manager with eight years in people operations, including three years leading a small HR team. Supports line managers across recruitment, onboarding and employee processes for a 240-person services business. Uses clear records and practical guidance to improve consistency.

Experience

Jun 2023 - Present

HR Manager, Example Birchwell Services

- Lead a three-person HR team supporting 240 employees across two office locations.
- Introduced an onboarding checklist with named owners and review dates, improving completed first-week checklists from 68 to 91 per cent over two quarters.
- Prepare monthly workforce reports covering starters, leavers, open roles and outstanding process actions.
- Coach line managers on using approved internal procedures and escalate specialist questions to the appropriate adviser.

Sep 2018 - May 2023

HR Adviser, Example Birchwell Services

- Coordinated recruitment administration and interview arrangements with hiring managers.
- Maintained employee records and tracked completion of agreed onboarding actions.
- Updated manager guidance after approved policy changes and organised briefing sessions.

Education

BA, Business and Human Resource Management 2015 - 2018

Example Westmere College

Skills

People operations: Onboarding, Recruitment coordination, Manager guidance, Employee records

Leadership: Team planning, Stakeholder communication, Process improvement, Briefing facilitation

Reporting: Workforce reporting, Excel, HR information systems, Data-quality checks

Projects

Manager onboarding guide

- Created a practical guide linking each first-week task to an owner and approved information source.
- Piloted the guide with six hiring managers and revised unclear handover points.

Fictional sample from ResumeGuru. Names, employers and achievements are illustrative.
www.resumeguru.ai/resume-samples/hr-manager-resume-sample