

 (312) 555-8927

 doris.ralston@email.com

 Chicago, IL

EDUCATION

Bachelor of Science in Business Administration

University of Illinois at Urbana-Champaign, Urbana, IL
2008 - 2012

Certifications

- **Senior Professional in Human Resources (SPHR)** | HR Certification Institute (HRCI) | 2022
- **SHRM-SCP** (Society for Human Resource Management - Senior Certified Professional) | 2019

SKILLS

- Talent Acquisition & Retention
- Employee Relations & Conflict Resolution
- Leadership Development & Training
- HR Policy & Compliance
- Diversity & Inclusion Initiatives
- HRIS Implementation & Management
- Performance Management
- Strategic Workforce Planning

DORIS RALSTON

HUMAN RESOURCES MANAGER

PROFESSIONAL SUMMARY

Dedicated Human Resources Manager with over 12 years of experience in managing HR operations, employee relations, and talent development. Proven track record in driving organizational change, optimizing recruitment processes, and ensuring compliance with labor laws.

EXPERIENCE

- January 2020 - August 2024

Senior Human Resources Manager

Lakeside Manufacturing, Inc. / Milwaukee, WI

- Spearhead HR strategy for a manufacturing company with 450+ employees, overseeing talent acquisition, employee relations, and HR compliance.
- Introduced a leadership development program that resulted in a 30% increase in internal promotions over two years.
- Led a comprehensive diversity and inclusion initiative, increasing workforce diversity by 15%.

- March 2015 - December 2019

Human Resources Manager

Midwest Health Group / Chicago, IL

- Managed HR operations for a multi-site healthcare group with 300+ employees across five locations.
- Reduced turnover by 20% by implementing a targeted retention strategy focused on career pathing and employee engagement initiatives.
- Conducted workforce planning and collaborated with department heads to develop succession planning strategies.

- August 2012 - February 2015

HR Generalist

Skyline Financial Services / Chicago, IL

- Supported HR functions including recruitment, onboarding, performance management, and employee benefits administration for a growing financial services firm.
- Streamlined the onboarding process, reducing new hire ramp-up time by 25%.
- Assisted in the implementation of a new HRIS, leading to a 40% reduction in manual HR processes.