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## Employee Relations Specialist Resume

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### Job Objective

Professional Employee Relations Specialist in search of a highly established firm that will allow me to further boost my career in this field.

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### Highlights of Qualifications:

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- Remarkable experience in human resources environment
  - Huge knowledge of Affirmative Action Programming
  - Deep knowledge of analytic tools
  - Familiarity with responding to EEOC inquiries
  - Amazing ability to train multiple levels of management
  - Outstanding ability to handle customers and their issues
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### Professional Experience:

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Employee Relations Specialist  
MedExpress, Chevy Chase, MD  
May 2006 – Present

- Aided as resource to employee population.
- Carried out internal investigations.
- Executed exit interviews and new hire surveys.
- Imparted human resource services.
- Coordinated about training needs.

Employee Relations Specialist  
Penn National Gaming, Inc., Chevy Chase, MD  
March 2003 – April 2006

- Acted as general source for human resource issues.
  - Aided as liaison with departmental management.
  - Coordinated with Employee Relations Manager.
  - Carried out internal investigations.
  - Mentored managers and supervisors.
  - Maintained documentation and managed employee assistance program efforts.
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### Education:

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Bachelor's Degree in Human Resources Management  
Palm Beach Atlantic University, West Palm Beach, FL

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