


# Farrin Cottet

## Employee Relations Specialist

With over two years of experience as an Employee Relations Specialist, I successfully fostered strong relationships between management and employees, ensuring a harmonious and productive work environment. My expertise in conflict resolution, grievance handling, and workplace investigations allowed me to effectively address and resolve a wide range of employee concerns. By diligently monitoring and analyzing employee relations trends, I was able to proactively implement policies and initiatives that enhanced employee satisfaction and engagement. My strong communication and interpersonal skills also enabled me to serve as an approachable and reliable resource for employees while providing valuable insights and recommendations to management. Through my dedication to promoting a positive workplace culture, I significantly contributed to the overall success of the organization.

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### Education

**Bachelor of Arts in Human Resources Management at Texas State University, San Marcos, TX**

Aug 2016 - May 2021

Relevant Coursework:

Organizational Behavior, Compensation and Benefits, HR Analytics, Employment Law, Labor Relations, Recruitment and Selection, Training and Development, Performance Management, and Workforce Diversity.

### Links

[linkedin.com/in/farrincottet](https://www.linkedin.com/in/farrincottet)

### Skills

Conflict resolution

Communication skills

Emotional intelligence

Employment law knowledge

Analytical thinking

Relationship building

### Employment History

#### Employee Relations Specialist at Lockheed Martin, TX

Dec 2022 - Present

- Successfully resolved over 250 employee relations cases in a year, improving overall workforce satisfaction by 15% and reducing turnover rate by 10%.
- Implemented new conflict resolution training programs for managers, resulting in a 20% decrease in formal employee complaints and fostering a more positive work environment.
- Collaborated with HR leadership to develop and update company policies, leading to a 30% reduction in policy-related employee relations issues and improved compliance with state and federal regulations.
- Spearheaded a company-wide diversity and inclusion initiative, resulting in a 25% increase in underrepresented employee groups and contributing to Lockheed Martin's recognition as a top workplace for diversity in Texas.

#### Associate Employee Relations Specialist at Dell Technologies, TX

Jul 2021 - Oct 2022

- Successfully resolved over 150 employee relations cases within a year, resulting in a 95% satisfaction rate among employees and a 30% reduction in formal grievances filed.
- Implemented a new employee relations tracking system that increased efficiency by 40% and improved response times for case resolutions by 25%.
- Conducted 50+ training sessions on employee relations best practices, reaching over 1,000 Dell Technologies employees and contributing to a 20% decrease in reported workplace conflicts.
- Collaborated with HR and legal teams to update and streamline company policies, leading to a 15% reduction in policy-related employee relations inquiries and ensuring compliance with state and federal regulations.

### Certificates

#### Senior Professional in Human Resources (SPHR)

May 2021

#### Certified Employee Relations Specialist (CERS)

Feb 2020