

Adylene Kando

Human Resources
Generalist

Details

adylene.kando@gmail.com

(159) 984-6963

1234 Sunflower Lane, Wichita, KS 67212, US

Profile

Human Resources Generalist with 2 years of experience in providing comprehensive support in talent acquisition, employee relations, benefits administration, and performance management. Proficient in HRIS and adept at fostering a positive work environment. Proven ability to develop and implement HR policies and procedures that align with organizational goals. Strong communication and interpersonal skills, committed to enhancing employee satisfaction and promoting company culture.

Employment History

Human Resources Generalist at Pawnee Valley Community Hospital, KS

May 2023 - Present

- Successfully implemented an employee retention program, resulting in a 25% reduction in staff turnover within the first year of execution at Pawnee Valley Community Hospital.
- Streamlined the recruitment process by introducing new software and digital tools, leading to a 40% decrease in time-to-hire and a 30% increase in the quality of candidates.
- Conducted comprehensive reviews and updates of HR policies and procedures, ensuring 100% compliance with federal and state laws and reducing potential legal risks for the hospital.
- Spearheaded an employee training and development initiative, resulting in a 50% increase in employee satisfaction scores and a 20% improvement in overall productivity.

Human Resources Specialist at Spirit AeroSystems, KS

Aug 2021 - Apr 2023

- Successfully streamlined the recruitment process, resulting in a 20% reduction in time-to-hire and a 15% increase in applicant satisfaction scores for Spirit AeroSystems in Kansas.
- Implemented a comprehensive employee training program, leading to a 25% improvement in overall workforce productivity and a 30% decrease in safety incidents across the company.
- Spearheaded the development and execution of a new performance management system, which led to a 10% increase in employee engagement scores and a 7% decrease in turnover rates at Spirit AeroSystems in Kansas.
- Played a key role in renegotiating employee benefit packages, ultimately saving the company \$500,000 annually while maintaining a high level of employee satisfaction.

Education