Dailin Fairey

Human Resources

Profile

Details

dailin.fairey@gmail.com

(848) 540-3618

123 Maple Street, Charleston, WV 25301

Results-driven HR professional with 1 year of experience in managing key human resource functions, including talent acquisition, employee relations, and training and development. Demonstrated proficiency in streamlining HR processes, implementing HR policies, and ensuring compliance with labor laws. Exceptional interpersonal and communication skills, with a proven ability to build strong relationships and contribute effectively to a positive organizational culture. Committed to fostering a diverse and inclusive work environment, enhancing employee engagement, and promoting continuous learning and improvement.

Employment History

Human Resources Manager at WV Human Resources LLC, WV

May 2023 - Present

- Implemented a new employee onboarding program, resulting in a 20% decrease in turnover rate and a 15% increase in employee satisfaction within the first year at WV Human Resources LLC.
- Streamlined the recruitment process by introducing an Applicant Tracking System (ATS), leading to a 30% reduction in time-to-hire and a 25% increase in the quality of candidates hired within the first six months at WV Human Resources LLC.
- Successfully negotiated a comprehensive benefits package with insurance providers, saving the company over $100,000 annually while maintaining high-quality coverage for all employees at WV Human Resources LLC.

Human Resources Coordinator at Manpower of WV, WV

Sep 2022 - Apr 2023

- Successfully implemented a new recruitment strategy that increased the candidate pool by 35% and reduced time-to-hire by 20% within one year.
- Streamlined the onboarding process for new employees, resulting in a 50% reduction in paperwork processing time and a 25% increase in employee satisfaction ratings during their first 90 days.
- Coordinated and executed a company-wide training initiative, leading to a 15% improvement in overall employee performance metrics and a 10% reduction in employee turnover rate.
- Oversaw the implementation of a new HRIS system, improving data accuracy by 40%, reducing manual data entry tasks by 60%, and increasing HR team efficiency by 30%.

Education

Bachelor of Science in Human Resource Management at West Virginia University, Morgantown, WV

Sep 2017 - May 2022