

# Ivana Johnson

## HR Professional

Astute and exceptionally dedicated professional with 6+ years of experience in human resources management operations. Equipped with a solid commitment to providing high-quality support to the management for consistent growth and development of human resources of diverse companies. Demonstrated success in developing and executing training programs to optimize employee capabilities.

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Bloomington, IN

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## WORK EXPERIENCE

### HR Generalist

#### The Good Hire Solutions

06/2019 - Present

Bloomington, IN

- Administer the onboarding process of newly hired employees by initiating pre-employment checks, drug screening, and first-day orientations to acquaint them with the company's operational procedures and policies
- Perform effective formal/informal coaching and mentorship to various associates at all organizational levels in an impactful, collaborative, and consultative manner
- Serve as a Business Partner executing strategic HR initiatives across departments, from staffing and performance management to compensation planning, succession planning, and employee communication, among others
- Proficiently utilize the company's HRIS system to enter, manage, and monitor pertinent HR-related information
- Conduct a thorough investigation on complaints brought forward by employees, such as discrimination claims and policy violations to come up with appropriate and prompt resolutions
- Conduct exit interviews documenting all feedback in accordance with the established HR standard operating procedures

### HR Coordinator

#### Better People Management Corp.

04/2015 - 05/2019

Evansville, IN

- Oversaw the recruiting, hiring, and onboarding process by performing background checks, conducting interviews, issuing employment contracts, and facilitating orientations
- Devised and implemented strategic HR programs promoting health and wellness initiatives, which remarkably enhanced employee engagement
- Recommended and implemented an Affirmative Action Plan that enabled the company to recruit and hire the most qualified individual to effectively meet the business' rapidly changing needs
- Assisted the HR Manager in accomplishing various human-resource-related activities, including but not limited to drug testing, coaching, counseling, benefit explanation, and performance management
- Supported the execution of various developmental programs for both existing and new employees for their continuous personal and professional growth
- Provided immediate response to all general inquiries regarding HR policies, employment laws, and compliance



## SKILLS & COMPETENCIES

HRIS

Data analysis

Onboarding

Recruiting

Employee Relations

Conflict Resolution

SAP

Zoho Recruit

Labor Laws & Regulatory Compliance

Training & Performance Management



## COURSES & TRAINING

### Data Handling Training (02/2016)

KeenAlignment - A Leader in Cultural Alignment Consulting

### General Industry Safety & Health Training (10/2015)

Occupational Safety and Health Center



## CERTIFICATES

### Certified Professional Human Resources (PHR) (2015)

HR Certification Institute

### Behavioral Interviewing Certification (03/2015)

KeenAlignment - A Leader in Cultural Alignment Consulting



## EDUCATION

### University of Indianapolis

#### MBA in Human Resources Management

2013 - 2015

### Bachelor of Arts in Applied Psychology

#### Indiana University - Purdue University Indianapolis

2010 - 2013



## LANGUAGES

English

Native or Bilingual Proficiency

German

Professional Working Proficiency

Spanish

Full Professional Proficiency

Italian

Professional Working Proficiency

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**DJ Losen**



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**Administrative Assistant's and Secretary's Handbook** James Stroman, Kevin Wilson, Jennifer Wauson, 2012 A treasure trove of practical tips and invaluable tools for administrative professionals it doesn't get much better than this book  
BookViews.com     *Nursing Now* Joseph T Catalano, 2019-10-03 The thoroughly revised and updated 8th Edition of this popular text examines the important issues and trends shaping the nursing profession today Explore the evolution and history of nursing and examine the impact of healthcare reform and the legal system as they apply to nursing practice

Oswaal CBSE Question Bank Class 10 Information Technology, Chapterwise and Topicwise Solved Papers For Board Exams 2025 Oswaal Editorial Board, 2024-06-05 DESCRIPTION OF THE PRODUCT 100% Updated with Latest Syllabus Questions Typologies We have got you covered with the latest and 100% updated curriculum Crisp Revision with Topic wise Revision Notes Smart Mind Maps Study smart not hard Extensive Practice with 700 Questions Self Assessment Papers To give you 700 chances to become a champ Concept Clarity with 500 Concepts Concept Videos For you to learn the cool way with videos and mind blowing concepts 100% Exam Readiness with Expert Answering Tips Suggestions for Students For you to be on the cutting edge of the coolest educational trends     *Coaching Practiced* David Tee, Jonathan Passmore, 2022-05-09 COACHING PRACTICED Explore the foundations of evidence based approaches to coaching A collection of the best papers over the last 15 years from the journal The Coaching Psychologist In Coaching Practiced Coaching Psychology Tools Techniques and Evidence Based Approaches for Coaches a team of distinguished researchers delivers an insightful and complete handbook for practicing coaches From wellbeing to the workplace coaches of all stripes will find a fulsome discussion of effective methods strategies and frameworks for coaching clients In the book the editors include contributions from leading experts that discuss a wide variety of essential topics in the field including cognitive approaches motivational interviewing solution focused coaching mindfulness approaches narrative coaching and the influence of positive psychology in the field of coaching In this accessible and comprehensive resource readers will also find A thorough introduction to the psychology of coaching including available frameworks In depth examinations of reflective practice and professional development including reflective journaling Comprehensive discussions of wellbeing coaching including health and life coaching Fulsome explorations of workplace coaching including the Lead Learn and Grow Model Perfect for organizational and athletic leaders Coaching Practiced Coaching Psychology Tools Techniques and Evidence Based Approaches for Coaches will also earn a place in the libraries of professional coaches managers executives and others     What You Should Know When Looking for a Job in Today'S Marketplace, 2Nd Edition Richard A. Wittmeyer, 2011-01-20 The Hiring Process Yesterday versus Today Years ago it was fairly easy to find a new position Search firms would call you with a position opening and you could take your time selecting between job offerings Or friends contacted you with tips that a company down the road was hiring and needed people with your skills All that you needed to do was to update your resume from time to time and

everything fell into place Today we have a different situation the marketplace is crawling with competition for those jobs The time to sit back and think that a company will find you is no longer realistic You need to put together a well thought out action plan to seek the job you want This book will assist you in setting new goals and evaluating new career options It will help you manage your job transition and employment campaign in a realistic systematic and organized way What You Should Know When Looking for a Job in Todays Marketplace 2nd edition shares effective job search methods and a plan of action that will assist Those that are out of work and seeking employment Those anticipating a reduction in the workforce at their company and are out looking for other opportunities Military personnel returning to civilian life and are seeking employment College students just graduating and ready to enter the world of work People dissatisfied in their current positions and want to move on More mature job candidates that are out of work and not ready for retirement Those returning to the workplace after many years of absence The book will assist you in setting employment goals and evaluating new career opportunities It will help you manage your job transition and employment campaign in a systematic and organized way by providing you with the needed tools skills and knowledge that will ensure a successful outcome Dr Richard Wittmeyer relies on his thirty years of experience in talent acquisition career and performance management human resources employment coaching and strategic organizational development in order to help others productively manage a job transition during these uncertain times Job seekers will learn how to Identify their personal strengths and job accomplishments Design and implement a job search and networking strategy that works Construct and present a resume and cover letter that sells Target the job search through the use of solid letter writing and telephone campaigns Realize the importance of Networking and how to make it happen Make a great impression during the interview Develop an elevator speech that will identify you as a person of interest Accept the position that you desire Settle into your new job Special Feature Land that new job right after college Special Feature Develop an employment strategy for those over 50 And much more Despite todays challenging times in the job market there are still success stories happening every day as companies continue to look for talented people The practical information and concrete examples included in this valuable field manual will help guide others to success by teaching a complete process that helps anyone take control of their employment future **Editor & Publisher**, 1986-04

The fourth estate **Winning Resumes** Matthew Greene, 1994 You want the job but how do you get your resume to stand out from the hundreds of others employers usually get Writing the old type of basic resume just doesn't cut it anymore It's too vague too bland and too lackluster It won't sell you Written by a personal expert this remarkably effective guide shows you how to turn your resume into a mini sales presentation that grabs immediate attention because it offers your best selling points Whether you are a recent college grad or a midlife career changer you'll learn how to get a jump on other job applicants with this strategy packed book that is complete with sample resumes tips on format style and words phrases and sentences that sell There's so much you can copy or adapt American Shoemaking, 1928 **Word 2000 Intermediate**

**Course** Labyrinth Publications, Incorporated, Russel Stolins, 2001      *Peter Norton's Introduction to Computers Office 97 Tutorial with 3.5 IBM Disk* Peter Norton, 1998-01-05 Peter Norton's new Office 97 Tutorial helps students learn to create process and present information using Microsoft Office 97 Emphasizing hands on instruction this applications tutorial includes a student data disk to help students apply and practice the skills and techniques they learn in each lesson

Broadcasting, 1973-04      *The Mining Investor*, 1907      *The Ultimate Job Search* Richard H. Beatty, 2006 Job seekers and students looking for a career will find the inside scoop on networking interviewing negotiating job offers succeeding on the job and much more to have a big advantage in getting a job quickly Intelligent strategies help readers avoid common job search pitfalls power up their resumes use search firms to their advantage and orchestrate a targeted direct mail campaign The Ultimate Job Search is filled with tools to guide job seekers through the job search process Helpful self assessment exercises allow students to define a job objective Resume writing tips and formats allow job seekers to create magnetic correspondence Readers gain information on how to shine during the interview receive valuable advice for negotiating a top salary and learn the eight steps to guaranteed success on the job      **The American Contractor**, 1922      **Easy Netscape Communicator 4** Jim Minatel, 1996-12 Illustrated in colour throughout this step by step guide uses a proven approach to learning the basics Just follow the simple directions watch the task unfold on sample screens and then do it for yourself

**The Book of U.S. Government Jobs** Dennis V. Damp, 2000 This all new seventh edition offers job seekers all the necessary tools to land a high paying job with Uncle Sam this country's largest employer Discover where the jobs are what jobs are available and most importantly how to find them This revised edition includes over 1 000 resources for exploring careers and locating job vacancies nationwide and overseas Uncle Sam employs over 2 850 000 civilian workers and 56 000 students The average salary exceeds 45 000 and over 300 000 job vacancies are filled annually at thousands of locations and in hundreds of occupations entry level to professional Few employers can match the wide range of career opportunities that government offers Today simplified application forms and resumes are accepted by agencies and most agencies advertise jobs on the internet fax back services or take your application by phone This all new seventh edition shows job seekers how to successfully land the job they want in government      **Pottery, Glass & Brass Salesman**, 1910

**Advertising Age**, 1963 Includes articles about advertising campaigns agency appointments and government actions affecting advertising and marketing      **Hyde's Weekly Art News**, 1918      **Harper's Bazaar**, 1912

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