

Angela Foster

HR Manager | Employee Relations, Talent Strategy & HR Operations

Denver, CO | (303) 555-0179 | angela.foster@email.com | [linkedin.com/in/angela-foster-hr](https://www.linkedin.com/in/angela-foster-hr)

24% → 15%

TURNOVER

30%

LOWER COST PER HIRE

500

EMPLOYEES SUPPORTED

\$650K

HR BUDGET

SUMMARY

HR Manager with 3.5 years of experience leading HR for a 500-employee company. Managed a team of 3, reduced turnover from 24% to 15%, and cut cost per hire by 30% while keeping the company audit-ready. Skilled in employee relations, talent acquisition, compensation, compliance, and HR analytics.

SKILLS

HR Leadership: Team Management, HR Strategy, Employee Relations, Performance & Succession Planning, Compensation & Benefits, Change Management, HR Budgeting

Compliance: FLSA, EEO, FMLA, ADA, Colorado Employment Law, I-9 Audits, Policy Development, Workplace Investigations

Systems & Analytics: Workday, UKG, Paylocity, Greenhouse, Power BI, Excel (Advanced)

EXPERIENCE

HR Manager

Jan 2024 – Present

Front Range Building Products — Denver, CO

- Lead HR for 500 employees across 3 locations, managing 3 HR staff and a \$650K HR budget.
- Reduced turnover from 24% to 15% by redesigning onboarding, adding manager training, and launching engagement surveys.
- Cut cost per hire by 30% through a referral program and direct sourcing, saving \$120K annually.
- Led a compensation benchmarking project that adjusted pay for 60 roles and improved retention in critical positions.
- Handled 30+ investigations and maintained a clean record with zero agency findings.

HR Generalist

Jul 2022 – Dec 2023

Mile High Distribution — Denver, CO

- Supported 300 employees with employee relations, benefits, leave, and onboarding.
- Implemented a new HRIS module, reducing manual data entry by 40%.
- Trained 25 supervisors on documentation, progressive discipline, and harassment prevention.

HIGHLIGHTS

HR Team Award 2024; led culture and engagement initiative lifting survey scores from 68% to 82%.

EDUCATION

Bachelor of Science in Business Administration, HR Management

Colorado State University — Fort Collins, CO
2022 | GPA 3.6

CERTIFICATIONS

- SHRM-CP
- PHR (Professional in Human Resources) — HRCI
- Mediation & Conflict Resolution Certificate