

JOHN ARON SMITH

HR PROFESSIONAL – DE&I ADVOCATE

CONTACT

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[LinkedIn](#)

EDUCATION

PSYCHOLOGY • 2018
Holmes Community College
Ridgeland, MS

KEY SKILLS

Employee Relations
Training & Development
Talent Management
Recruitment & Retention
Communication
Employee Engagement
Organization
Employee Law
Team & Time Management
Conflict Resolution
Active Listening
Contract Negotiations
Data Inference
Google Workspace
Microsoft Office Suite
CRM Software
(Salesforce / HubSpot)
ATS & HRIS Technologies
(ADP / iCIMS / Workday)

INTERESTS

Human Rights

PROFILE

Driven HR professional seeking to support and energize teams.
Adept at recruiting and managing employees.
Company mission focused.

EXPERIENCE

GENERAL MANAGER • AUG 2023 – DEC 2023

ESA Select Suites • Glen Allen, Virginia

Managed 100% of pre-employment testing, cultural index surveys, and onboarding for diverse candidates and assured completion within 48 hours. Managed, audited, and sorted timecards, background checks, offer letters, contracts, I-9, W-2, W-4, and E-Verify.

ASSISTANT GENERAL MANAGER • NOV 2022 – AUG 2023

Residence Inn Marriott • Richmond, Virginia

Reduced employee turnover by 7% with over 500 hours of training and development programs and onboarding. Using a suggestion box, gathered team comments to address unknown issues.

SALES MANAGER • FEB 2022 – OCT 2022

Fairfield Inn Marriott • Chester, Virginia

Established a performance recognition culture with a tiered incentive system that boosted employee satisfaction and sales income by 20%. Trained and developed the team on brand standards and customer negotiations. Provided employee relations and corrective action advice that cut turnover by 8%.

FRONT OFFICE SUPERVISOR • APR 2021 – FEB 2022

Fairfield Inn Marriott • Ashland, Virginia

Interviewed candidates for 10 various roles. Assigned team workloads based on individual skill levels to maximize productivity. Created the finest guest experience with a multicultural team.