

ROBERT SMITH

Division Human Resource Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Highly skilled, results oriented Human Resources Generalist with diverse experience and proven track record working within Manufacturing, Food, and Auto industries at Plant, Division and Corporate levels. Proven ability to develop relationships and support employees of all levels within an organization.

CORE COMPETENCIES

Microsoft Office, Excel, Powerpoint, Interviewing, Hiring, Employee Relations, Human Resources

PROFESSIONAL EXPERIENCE

Division Human Resource Manager

ABC Corporation - February 2008 – Present

Key Deliverables:

- Oversee various areas of human resources, to include; management development, employee relations, training, safety, security and record keeping.
- Assist the regional human resources manager in the planning, development, and implementation of effective human resource strategies/policies.
- Collaborate with all departments to ensure the human resource initiatives and goals are consistently and successfully achieved.
- Supervisor of 200+ employees while simultaneously promoting a positive and productive working environment.
- Accurately review employee performance, promote a competent and confident staff, while recognizing employees for outstanding teamwork and overall performance.
- Participate in weekly staff meetings and meet with store management to review the progress and status of various issues.
- Partnered with store management to evaluate and provide needed training to staff members.

Human Resources Manager

ABC Corporation - 2004 – 2007

Key Deliverables:

- Provided hr leadership to a staff of 130+ employees while maintaining up-to-date knowledge of changes in personnel law, additions, and modifications to current city, state and governmental policies.
- Fully responsible to ensure that there was continual planning, improvement, and execution of operational human resource policies.
- Joined forces with all departments to ensure the human resource initiatives and goals were successfully achieved.
- Developed and sustained active recruitment programs while ensuring that all staffing needs and positions were filled accordingly with qualified individuals.

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- Negotiated labor relations contracts for four city unions while simultaneously acting as a point person for grievance proceedings.
- Oversaw employee performance evaluations, disciplinary issues, workers compensation, unemployment benefits assessments, and benefits administration.
- Represented the city of benton harbor in court hearings for unemployment benefits appeals.

EDUCATION

- Masters Of Science in Human Resources And Organizational Development - (Eastern Michigan University College Of Business) Bachelors Of Science in Business Management - (Mid-Continent University - Mayfield, KY)