

Katherine Gerwig

Human Resources Director

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(123) 456-7890

Houston, TX 77015

[LinkedIn](#)

WORK EXPERIENCE

Woolpert - Human Resources Director

June 2018 - current

Houston, TX

- Managed the HR Generalist team, which totaled 6 full-time employees
- Consulted with business leaders to develop and execute a business strategy that built organizational capabilities, behaviors, structures, and processes
- Coached HR managers on encouraging, training, and monitoring employee development, performance, and retention
- Leveraged expertise on labor relations, succession planning, and team development to increase headcount by 75 employees while improving retention by 7%

AbbVie - Human Resources Manager

April 2014 - June 2018

Houston, TX

- Served as a strategic partner to the business and developed HR strategies, needs assessments, and resulting HR solutions
- Analyzed historical and organizational data to improve the efficiency of HR onboarding processes by 19%
- Managed and planned HR budget to invest in new tools and resources that improved time-to-hire by 8 days
- Oversaw compensation structure for all employees below the director level, and helped structure performance reviews oriented around these levels

Robert Half - Recruiter

April 2010 - April 2014

Houston, TX

- Managed hiring and communication across 4 clients and 22 roles during my tenure
- Placed 11 employees at companies, resulting in revenue of \$325,000
- Communicated with candidates via LinkedIn, reducing average time-to-hire by 11 days
- Developed meaningful relationships with partner companies, resulting in an improved contract renewal rate of 17%

EDUCATION

Rice University - Bachelor of Arts, Human Resources Management

September 2006 - April 2010

Houston, TX

SKILLS

Management; Organizational Strategy; Labor Relations; Succession Planning; HR Analytics; Compensation & Benefits; Recruiting