

HR BUSINESS PARTNER RESUME EXAMPLE

478 Ocean Street, Petaluma, CA 94952
(707) 987-3265
Ken.lutz@gmail.com

Senior HR Professional with 10+ years of experience in strategic human resources planning, management consulting, organizational development, and change management. Partner with senior executives to provide critical leadership to new ventures, accelerate growth, revitalize non-performing operations, and deliver strong financial results.

PROFESSIONAL EXPERIENCE

NORTEK HOLDINGS INC

HR Business Partner

Petaluma, CA

August 2019–Present

- Direct all HR functions, including executive coaching and counseling of 1 business unit president and 5 functional executives responsible for generating \$200M revenue
- Execute multiple HR programs related to the employee life-cycle, such as talent acquisition, onboarding, employee development, employee relations, and contract management
- Improved grievance documentation procedures to minimize HR risk, which reduced unemployment expenses by 50%
- Saved \$37M through effective restructuring and implementation of modernized HR solutions targeting decision-making improvements for the leadership team

PINNACLE LIVING, LLC

HR Business Partner

Addison, TX

June 2013–August 2019

- Collaborated with 9 senior executives to define and implement HR strategies and initiatives to support strategic business objectives
- Developed and implemented strategic initiatives and key metrics to support the organization's vision, resulting in updating code of conduct policies
- Slashed employee turnover by 25% and saved \$2M+ annually by applying transformational business techniques
- Achieved 21% improvement in employee engagement by introducing HR metrics and client scorecards to monitor progress
- Devised and executed a reconciliation system for employee insurance bills, which recovered \$70K in vendor overpayment and prevented the potential loss of \$15K+

EDUCATION

NATIONAL-LOUIS UNIVERSITY

Master of Science in Human Resource Management
Honors: *summa cum laude* (GPA: 3.8/4.0)

Chicago, IL

May 2013

ADDITIONAL SKILLS

- Proficient in Microsoft Office (Word, Excel, and PowerPoint), MS Access, MS Outlook
- Strong knowledge of FMLA, CFRA, workers compensation, and SOX compliance