

# Jane H. Smith

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## SENIOR HUMAN RESOURCE PROFESSIONAL

12+ years of extensive experience in spearheading HR generalist functions, defining and implementing HR strategies, organization development and training & development

**Learning & Development ~ Corporate & Strategic HR Business ~ Benefits Administration**

### Profile Summary

- Currently working as Benefits & Learning Manager; heading Human Resource Generalist functions for the business unit, including training and on-boarding, performance management, retention & development and benefits
- Demonstrated expertise in driving and deploying global learning initiatives adapting to local needs with high level of collaboration
- Provided effective HR leadership to the business for implementation of HR strategies in-line with business requirements, managed full range of HR services to support the overall business strategy of the company
- Designed and implemented a holistic HR strategy to meet short term & long term business challenges with focus on the following key areas such as talent & leadership, culture & values, engagement & connect, supervisory capability, productivity & cost
- Dynamic team leader capable of analyzing alternatives and identifying tough choices while communicating the total value of benefit and compensation packages to senior level executives and employees

### Functional Expertise

HR Strategic Planning  
Performance Reviews  
Talent Management

Learning & Development  
Manpower/Succession Planning  
Best Practices Implementation

Policies & Procedures  
Employee Welfare  
Risk Management Programs

### Education

Executive Education (Management Techniques) from Harvard Business School in 2005  
MBA (Human Resources) from Boston University in 2003  
B.Com. from Community College, Washington in 1998

### Work Experience

Human Services Association, INC. – Tampa, FL  
Benefits & Learning Manager

2014 till date