

JOHN SMITH

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SENIOR HUMAN RESOURCES PROFESSIONAL

15+ Years Experience in all Human Resource Disciplines, specializing in
Organizational Development & Talent Acquisition & Retention

An accomplished, results-driven Human Resources professional with 15+ years of experience, with expertise in creating and implementing programs to improve business operations. Adept at building recruiting, selection and retention business strategies. Able to perform organizational diagnostics and provide recommendations for improvement; highly skilled in preparing for restructuring, downsizing, change management, morale and retention. Strong relationship-building and effective collaboration with management, coworkers, vendors and clients. Ability to create and execute training, coaching and counseling programs for executives, managers and supervisors.

CORE STRENGTHS

- Leadership Coaching & Counseling
- Employee Training and Development
- Talent Acquisition & Retention Planning
- HRMS Administration & Report Generation
- Budget Management & Forecasting
- Employee Grievance & Conflict Proceedings
- Change Management Design & Implementation
- Mediation & Problem Solving
- Labor Law & Regulation Compliance
- Project Management
- Lean Practitioner Strategies
- Business Process Improvements
- High-Impact Presentations & Public Speaking
- Proficient in Microsoft Office Suite

PROFESSIONAL EXPERIENCE

➤ Company Name <i>HR Generalist III</i>	Date
➤ Company Name <i>Human Resources Director</i>	Date
➤ Company Name <i>Program & Personnel Manager</i>	Date

Recruiting / Sourcing / Selection Process

- Analyzed existing recruiting/sourcing/selection processes and developed more efficient processes to improve quality of candidate selection and produce retention results that improve business efficiencies and recruiting costs.
- Designed and implemented recruitment planning programs intended on hiring the best candidates to prevent employee turnover, resulting in managing hiring costs and reducing resource efforts. Recruited for skilled labor, exempt and support positions in the Aviation industry.
- Screened resumes for potential candidates, matching them to employers' criteria; assessing relevance to position, writing skills, technical expertise, learning potential and overall fit for the organization; conducted phone & in-person interviews.
- Performed background checks - screened, verified, and investigated applicants' background by conducting criminal and credit background checks, employment verification and reference checks; made recommendations for placement, and made final hiring decisions for certain positions at leadership's request.

Leadership & Management / Organizational Development

- Involved in planning organizational business strategies and implementing change management, including organization restructuring and company-wide reduction initiatives; implemented outplacement plans and focused on increasing morale and culture in remaining employees after the company downsized.
- Analyzed, developed and implemented improved HR strategies and process improvements.
- Provided guidance and coaching to executives, management and supervisors on company policies, employment regulations, performance management, and disciplinary and corrective action.
- Hired, supervised, coached and trained contract employees and department coordinators.

Training & Education

- Delivered high-impact presentations to students at numerous colleges and universities across the nation.
- Developed and implemented training materials and educated management and business line leaders on legal compliance issues and employment best practices.