

Gilbert Okuneva

159 Koep Stravenue, Phoenix, AZ ♦ Phone: +1 (555) 144 2357

EXPERIENCE	SENIOR HR PROFESSIONAL San Francisco, CA 09/2016 – present
	<ul style="list-style-type: none">• To monitor and provide feedback for decision-making on the effectiveness of people management practices/processes• Responsible for analysis, design & development of policies, plans & programmes• To participate in the development of processes/products/services to support business strategies• To proactively partner with the business customers and other HR colleagues to achieve HR goals• To deliver packages of work that support achievement of the people strategy in one or more of the following areas: strategic workforce management, employee relations, reward, leadership development, employee engagement, high performance, talent and succession, M&A• To contribute to the definition of HR actions and company policy• Impact is short term and primarily functional in scope
	CORPORATE HR PROFESSIONAL Boston, MA 04/2011 – 04/2016
	<ul style="list-style-type: none">• Completing of all new hire / transfer paperwork including employee health related documents in an accurate and timely manner• Processing paperwork for pay increases• Screening applications and transfer requests for the most qualified candidates• Completing and / or auditing all forms submitted to the HR Department• Facilitating comprehensive new-hire orientation sessions on a regular interval• Ensuring that the problem resolution procedure is completed in the indicated timeframes• Inputting data into PeopleSoft including: corrective actions and PRDP's
	HR PROFESSIONAL Dallas, TX 04/2004 – 03/2011
	<ul style="list-style-type: none">• Develop plans, processes, tools and templates, and gain approval from HR leadership to implement, related to metrics and reports. Ensure cost effective solutions• Coordinate the delivery of all approved reporting and process auditing programs• Work closely with leadership to monitor service levels, and maintain cost effective delivery of services• Has in depth knowledge of the business segment strategic resource objectives. Participates with SVP and VPs in developing reporting and analytics objectives• Collect metrics and build quarterly, unified reports on effectiveness of programs and service delivery• Conduct market benchmarking surveys in organizations• Devise and evaluate methods and procedures for collecting market data, such as surveys, opinion polls, or questionnaires, or arrange to obtain existing data
EDUCATION	SYRACUSE UNIVERSITY Bachelor's Degree in Integrity
SKILLS	<ul style="list-style-type: none">• 5-8 years of human resources generalist experience demonstrating a working knowledge of multiple human resources disciplines including employee relations, labor relations, performance management, and management consultation• Quick study – ability to learn and quickly apply learning• Account management focus, skilled at partnering with hiring teams to build effective sourcing, assessment, and closing approaches with an ability to manage customer expectations• Ability to use data and information to make recommendations to effectively resolve problems or issues by using judgment that is consistent with standard, practices, policies, procedures, regulations or government law• Administer, monitor, coordinate, maintain and ensure compliance with areas that may include affirmative action, anti-discrimination, health and safety programs as well as all federal and state laws and regulations• Strong network and knowledgeable of leading search practices• Be service minded and quality-conscious and pay attention to details when carrying out the case handling yet keep the overview of the cases• The ability to be flexible, self-directed, motivated and able to interact with employees at all levels• Service minded and quality-conscious and pay attention to details• Be able to deliver customer oriented and professional services to stakeholders