

Robert Smith

Senior HR Manager

Phone (123) 456 78 99
Email: info@qwikresume.com
Website : www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama

SUMMARY

Acting as a trusted advisor to execute all external MD recruitment requirements to include candidate ID, candidate development, candidate assessment, candidate presentation, and offer extension Manage relationships with hiring sponsors.

SKILLS

HR, Managing Skills.

WORK EXPERIENCE

Senior HR Manager

ABC Corporation - October 2010 - September 2011

- Promoted to East Asia to work on high impact HR Assignments.
- Reported to the Regional HRD.
- Partnered with the Sales and Marketing leadership in deriving and executing key HR programs which result in employee engagement and greater productivity Talent Acquisition Managed the complete end to end sales function hiring including new joinee on boarding.
- Responsible for University hiring and managing the one year Management Trainee program.
- Worked with the Managers in building a high performing work culture Designed and rolled-out the Sales reward and recognition program Managed the Regional Compensation and Global Mobility programs for the Region to retain and move internal talent globally.
- Created, delivered Cross border offers.
- Handled the post acquisition SSL moves into China & Thailand.

Senior HR Manager

Delta Corporation - 2005 – 2010

- Integrating employee benefit programs related to new University acquisitions, mergers, divestitures, and joint venture activities.
- Participated in the development and implementation of the PeopleSoft system resulting in the efficient integration of each business process.
- Prepared benefit surveys analyzing data and comparing results to market trends and producing ad-hoc reporting for management review.
- Developed and facilitated on-site benefit plan presentations and training for employees.
- Lead all centralized HR functions, including payroll, benefits, workers compensation, medical leave, compensation planning, compliance, employee.
- Served as the main point of contact and subject matter expert for the Headquarters, International Security Assistance Force/ US Forces-Afghanistan.
- Served as the Personal Administrative and Logistical Noncommissioned Officer for Soldier Programs and Services Division, consisting of seven Army.

EDUCATION

MBA In Human Resources