

First Last, M.S. *Results-Generating Human Resources Leader*

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Profile of Qualifications

Specializations in:

Workforce Development | Training Curriculum Design / Implementation | Adult Learning Principles | Performance Consulting

HUMAN RESOURCES OPERATIONS | STAFFING / ON-BOARDING | POLICY / PROCEDURE DEVELOPMENT | TEAM BUILDING | STAFF TRAINING / DEVELOPMENT
EMPLOYEE RELATIONS | EMPLOYEE COUNSELING | PAYROLL | BENEFITS / COMPENSATION | PERFORMANCE MANAGEMENT | MANAGEMENT DEVELOPMENT
PROJECT MANAGEMENT | STRATEGIC PLANNING | BUSINESS TRENDS TRACKING | ORGANIZATIONAL DEVELOPMENT | EMPLOYEE DISCIPLINARY ACTIONS | ADA
BUDGET DEVELOPMENT / MANAGEMENT | COST CONTROLS | COMPLIANCE | MEDIATION | DISPUTE RESOLUTION | FMLA | WC | PROCESS IMPROVEMENT

- **Visionary HR Leader** who makes decisions to reflect positively on multi-site operations efficiency, corporate well-being, and employee satisfaction, including leading quality recruitment to encourage diversity, low turnover, cost reductions, and superior company loyalty, and further designing policies in compliance with ADA, FMLA, and WC.
- **Top Performer** who expertly develops and implements dynamic strategies and programs to influence dramatic improvement in efficiency, productivity, and business processes toward successful attainment of organizational goals.
- **Solutions-Centric Professional** who achieves unprecedented results through innovation, initiative, and resourcefulness.
- **Excellent Communicator** who thrives in ambiguous circumstances with minimal direction and resources while showcasing a strong ability to gather and compile best practices from throughout the organization to generate growth.
- **Ambitious Self-Starter** who maintains knowledge of industry trends to address workforce design, and aligns awareness of cultural, economic, and social matters to deliver strong strategies to maximize performance and improve staff relations.

Professional Synopsis

NAME OMITTED BUILDERS & CONTRACTORS, INC. (ABC) – EASTERN REGION, EAST CITY, ST

2015 – PRESENT

Director of Education

- Capitalize on the opportunity to lead results-generating workforce development, training, recruitment, and safety services for a construction association servicing 350 construction companies throughout Northeastern Pennsylvania.
 - Coordinate and manage Workforce Development high school graduate programs, including handling recruitment, orientation, evaluation, and job placement, as well as actively recruiting recent graduates for construction companies.
 - Collaborate with top companies within the OSHA partnership to ensure job-site compliance; implement general and site-specific emergency plans; and assist with incident investigations, risk assessments, and job hazards identification.
 - Deliver critical ABC safety services, including facilitating job-site visits, site safety audits, incident investigations, OSHA representation and mitigation, and providing training on preventable measures to control loss and reduce core risks.
 - Promote excellence in training delivery, course design / writing, trainer management, and workforce development.
 - Drive growth by sourcing, hiring, directing applicable training, and negotiating contracts for 54 contracted instructors.
 - Direct instructional development initiatives, including repurposing, editing, and expanding the company's library of courses while optimizing operational learning through multi-mode training, classroom instruction, and online options.
- ✓ *Conceptualized and developed an on-site safety training program adopted by 67 companies.*
 - ✓ *Grew a 500-person annual instructional program into 1,100+ students-per-year training program.*
 - ✓ *Actively supported 24 member companies in resolving OSHA violations or other site-specific safety issues.*
 - ✓ *Expanded outreach and community efforts to drive recruitment, develop talent, and advance diversity initiatives.*
 - ✓ *Used consulting model for 48 companies to meet individual, team, and organizational learning / performance gaps.*
 - ✓ *Assessed organizational needs and collaborated and / or consulted with HR and Operations leadership at 48 different companies to develop solutions related to culture, associate performance, and leadership development.*
 - ✓ *Implemented new course management plan to update and control quality of instruction being taught to students.*
 - ✓ *Estimated costs of training operations and subsequently managed them in accordance with the budget to ensure maximum return on investments; ultimately tripled income from training and safety services in less than 1 year.*
 - ✓ *Created 22+ training programs on professional selling, operations management, soft skills, and communication, as well as diverse facets of senior-level leadership development, sales methodology, and contract administration.*

NAME OMITTED INSTITUTE (NOI) HEAD START, CITY, ST

2013 – 2015

Human Resource Manager (2015)

- Utilized broad scope of industry knowledge to manage forward-thinking HR operations for a top educational institute.
- Led decision-making across end-to-end employment lifecycles while serving as an integral HR Advisor to a staff of 150.