

# JANE DOE

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## SENIOR MANAGER – HUMAN RESOURCES DIRECTOR

**Highly Effective Human Resources Manager** with over 15 years of experience specializing in establishing productive business relationships and resolving critical human capital business issues. Offering an array of skills in accurate employee job performance assessment, recommending and implementing action plan strategies to meet HR needs, interdepartmental coordination, consultative relationship building, coaching, training, communication and schedule planning. Proven ability to successfully multi-task in a dynamic, fast-paced environment while meeting all deadlines.

### Core Competencies

Federal/State & Employment Law • Leadership Development • Succession Planning • Benefits/Compensation Change Management • Diversity Awareness and Harassment Avoidance Training • Performance Review • Recruitment Employee Labor Relations • Project Management • Workforce Management • HR Trend Analysis • Talent Acquisition

## PROFESSIONAL WORK HISTORY

### **DIRECTOR OF HUMAN RESOURCES** | ABC Corporation, City, XX (January 2016 – December 2016)

Senior Human Resource business partner providing Management expertise in leadership, multi-discipline human resource knowledge, project management and outstanding problem solving skills to C-level executives and direct reports.

- **Implemented project plan outlines** to assist field management in improving survey departmental/property results.
- **Developed extensive labor relations strategy** while maintaining luxury environment.
- **Managed all employment, medical and worker's compensation files and claims.**
- **Directed all human resources functions** including recruitment, hiring, training, on-boarding and employee relations.
- **Responsible for all building and managing budgets** for department and hotel.

### **ASSISTANT & ACTING DIRECTOR OF HUMAN RESOURCES** | 123 Offices, City, XX (November 2011 – January 2016)

Senior employee relation officer leading complex fact-finding assignments as requested by executives and senior management.

- **Ensured compliance of human resource policy, employee benefits and employment law** at both local and federal level.
- **Provided confidential issue resolution** while working with various levels of management.
- **Represented employer in unemployment hearings and negotiated hotel specific benefit package** with broker.
- **Managed all aspects of HR office** including Learning & Development Team and prepared all associate communication.
- **Hosted and conducted bi-weekly new hire orientation** as well as designed necessary **professional development plans.**
- **Scheduled and conducted interviews, created and approved job offers and salary structures, recruited colleagues.**

### **HUMAN RESOURCES MANAGER** | XYZ Company, City, XX (November 2006 – October 2011)

Provided general guidance and direction to district teams in union, non-union, subsidy, fee and profit and loss settings.

- **Guaranteed compliance** with all state, federal and local employment laws, as well as company standards, systems and processes in partnership with employment and labor relations departments.
- **Spearheaded various regional and enterprise-wide human resource projects and initiatives** to ensure compliance.
- **Trained management on trend awareness and performance improvement** through targeted consultations.
- **Helped develop an enterprise-wide front line associate on-boarding toolkit** for food and occupational safety training.
- **Oversaw employee relations, benefits & compensation, staffing, management development and work force analysis.**

## EARLY CAREER EXPERIENCE

**HUMAN RESOURCES GENERALIST & RECRUITER**, 123 Hospice, May 2006 – October 2006

**HUMAN RESOURCES COORDINATOR**, BBB Resort, March 2003 – March 2006

**CONCIERGE**, BBB Resort, April 2001 – March 2003

## EDUCATION

**BACHELOR OF SCIENCE – BUSINESS/HOSPITALITY, RESTAURANT AND TOURISM MANAGEMENT**, University of 123

**ASSOCIATE DEGREE – BUSINESS**, University of 123

## TECHNOLOGY PROFICIENCIES

Microsoft Office (Word, Excel, PowerPoint) | ADP | EIS | Snaphire | Ascentis