



# Kyle Hahn

HR Director

## Details

### Address

236 Dover Boulevard  
New York, NY 10003  
United States

### Phone

917-232-1899

### Email

hhn\_aky@gmail.com

## Skills

### ATS & CRM Software



### HRIS Technologies



### Training & Development



### Program Management



### Change Management



### Employee Recruitment & Retention



## Languages

### English



### Spanish



## Profile

Experienced and dynamic HR director with 8+ years of experience managing a successful human resources department and providing employees with access to training programs and professional development initiatives.

## Employment History

### Human Resources Director, Harold Jones

Mar 2016 – Jul 2021 New York

- Advised a team of 12 HR employees about all strategic decisions.
- Fostered employee advocacy to prevent issues from affecting company productivity and employee satisfaction.
- Piloted 4 employee programs to raise company morale and employee engagement.
- Reviewed and analyzed data and recommended solutions to improve the overall success and productivity of the company.
- Established and interpreted HR core processes including: performance management, staffing, and salary planning.

### Human Resources Manager, Alessia Corporation

Jun 2012 – Apr 2016 New York

- Provided coaching, feedback and development for 30+ employees.
- Utilized strong interpersonal and team building skills.
- Oversaw and managed all HR functions, programs, and practices.
- Ensured proper on-boarding for all new hires.
- Helped to manage and oversee annual performance review processes.
- Worked to effectively manage the resolution of complex employment matters.

## Education

### Manhattan College, Bachelor of Science in Human Resource Management

Sep 2008 – May 2012 New York

- Magna Cum Laude

### Iona Preparatory School, High School Diploma

Sep 2004 – May 2008 New Rochelle