

HR EXECUTIVE

Brooklyn, NY 11231 | 123.456.7890 | name@aol.com

HUMAN RESOURCES EXECUTIVE

Global Human Resources Management Experience | Leadership Development | Startup Operations

Highly experienced HR Executive with proven record of facilitating profitability through expert development and management of corporate human resource operations. Special expertise in building and leading top-performing teams, turning around troubled organizations, and establishing HR departments from scratch. Adept at directing all HR functions, including recruiting, talent development, employee relations, and policy design. Experienced at utilizing internet technologies to improve organizational performance.

Develop policies and procedures to ensure compliance and to meet corporate needs.

Exceptional leadership, relationship management, and training skills. Additional capabilities include:

HR Operations Management • Short & Long Term Strategy Design • Budgetary Planning • Compensation Process Reengineering & Change Management • Employment Law • Labor Relations • Recruiting & Staffing Training & Leadership Development • Benefits • Diversity • Compensation • Program Administration

PROFESSIONAL EXPERIENCE

COMPANY NAME, New York, NY

2010-Present

Vice President, Human Resources

Oversee all HR operations for 250-person publishing company's New York and Boston offices, and assist with Chicago office as needed. Supervise staff of five. Carry out recruiting, hiring, terminations, strategic planning, policy and procedure development, and performance reviews. Managed compensation and benefits programs. Actively involved in corporate-wide programs, such as reorganizations. Additionally in charge of Facilities operations. Administer \$1M budget.

- Established company's Boston office, including staffing and all operational procedures.
- Increased efficiency by designing and implementing formal performance review process and developing standardized social media policies for all employees.
- Enhanced compliance and staff performance by updating company handbook.
- Provided critical assistance during company's shift to digital publishing, and coordinated downsizing.
- Improved productivity and employee satisfaction by leading development and launch of corporate Intranet for all documentation, benefits access, calendars, and newsletter.
- Lowered costs by identifying and implementing new benefits plans and renegotiating equipment leases.

COMPANY NAME, New York, NY

2008-2010

Global Vice President, Human Resources

Directed HR operations for startup web advertising technology company. Expanded program as company grew from 50 to 250 employees worldwide. Developed HR standards and procedures; customized to meet specific regulatory requirements of each location. Hired and supervised staff of seven. Administered \$1M budget.

- Created entire Human Resources department and implemented organizational structure, training and recruiting programs, performance appraisal system, and HRIS system.
- Opened offices in Korea, Japan, Australia, UK, Russia, and New York.
- Developed all benefit plans and corporate handbook.

COMPANY NAME, New York, NY

2003-2008

Vice President, Human Resources

First Senior HR Executive at large media & publishing company's New York office. Supervised staff of five. Played major leadership role during company's rapid growth from \$24M to \$200M. Provided assistance and support for London, San Francisco, Los Angeles, and Chicago offices.

(continued)