**MANU J**

**Senior Human Resources Manager / Human Resources Director**

New York City, NY 10000 • manuj@gmail.com • + 5678419678

**PROFESSIONAL EXPERIENCE**

**RESUME WORDED**

**Human Resources Director**

**San Francisco, CA and New York, NY**

**2016-Present**

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Responsible for HR Field Operations in Supply Chain and Direct Delivery locations, including 1,200+

employees and 5 direct reports.

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Defeated 3 union organizing campaigns.

Increased staﬃng by 65% to ﬁll 150 incremental positions to support business growth.

Implemented safety protocols that reduced workplace incidents by 20%.

Received Gold Award for 98% employee satisfaction.

Developed HR and general administration budget of $2 million.

Draꢀed and implemented policies, procedures, and employee handbooks for 1,500+ employees.

Provided counsel to 5 senior-level staﬀ.

**GROWTHSI**

**Senior Human Resources Manager**

**New York, NY**

**2013-2016**

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Partnered with HRIS, payroll, and IT to deliver compensation programs for over 5,000 employees.

Coached and mentored 5 managers on performance management.

Led compensation benchmarking project, increasing retention and market pay by 4%.

Responsible for HR functions for a $1.5 billion global engineering consulting ﬁrm.

Created strategic talent management system, resulting in less than 1.1% attrition over 2 years and exceeded

business goals by 5%.

**GROWTHSI**

**Human Resources Manager**

**New York, NY**

**2012-2013**

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Managed HR budget of $200,000.

Developed and introduced employee initiatives, boosting employee performance by 15%.

Achieved 25% annual cost savings in temporary staﬃng through contract negotiations.

Reduced company medical insurance premiums by 35% through negotiations and an improved beneﬁts plan.

Counseled 50+ employees on performance, which increased eﬃciency by 20%.

Experience:3

**EDUCATION**

**GROWTHSI BUSINESS SCHOOL**

***Master of Human Resources Management***

**San Francisco, CA**

**2010-2012**

**RESUME WORDED UNIVERSITY**

***Bachelor of Human Resources Management, Minor in Marketing***

**New York, NY**

**2007-2011**

**ADDITIONAL INFORMATION**

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Techniques: Continuous Process Improvement (CPI), Resource Planning, Performance Management

Technical Skills / Soꢀware: Adobe, Microsoꢀ Oﬃce Suite, Human Resources Information Systems (HRIS)

Certiﬁcations: Human Resources Director Bootcamp (2016), Passed Resume Worded examinations

