Anu Joby

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# PROFESSIONAL EXPERIENCE

**Resume Worded**, New York, NY Jun 2018 – Present

## Human Resources Manager

* Structured and implemented programs and policies in the areas of training, compensation structures, benefit packages, incentives and on-boarding orientations, saving over 70% of recruiting costs.
* Led the HR operations and strategy for over 150 company franchises, generating over $40 million in revenues.
* Played an integral role in company reorganization; overseeing closure of 20 franchises and over 65+ job cuts.

**Second Company**, New York, NY Jan 2015 – May 2018

## Human Resources Manager

* Implemented new employee referral program, reducing cost per hire by 35%.
* Administered all benefits for 350+ union and non-represented employees across 7 departments.
* Updated business policies and procedures to maintain 100% compliance with all current Federal and State Employment Law and Safety regulations including EEO, ADA, FMLA and HIPAA.

**Third Company**, San Diego, CA May 2008 – Dec 2014

**Assistant Human Resources Manager** (Nov 2011 – Dec 2014)

* Promoted within 18 months due to strong performance and organizational impact (one year ahead of schedule).
* Created and maintained a positive work environment, increasing employee retention rates by over 80%.
* Planned and coordinated 30+ training sessions for 300+ employees across 6 major offices, defined agenda and prepared minutes for C-suite executives.

**Human Resources Coordinator** (May 2010 – Oct 2011)

* Scheduled candidates and conducted first round interviews via telephonic conversation for candidates across 30 roles.
* Investigated associate complaints and charges generated through the company's open door policy, reducing corrective actions and turnover both by 50% each.
* Mentored 15+ new recruits providing onboarding orientation seminars and conducted group and individual training sessions.

**Human Resources Assistant** (May 2008 – May 2010)

* Screened and recruited over 100 qualified potential candidates, assisting in hiring over 40+ employees over a period of two years.
* Updated 100+ employee records and job assignments on a regular basis.

# EDUCATION

**Resume Worded University,** San Francisco, CA May 2010

Bachelor of Science in Human Resource Management.

# SKILLS

* ADP Workforce Now
* PurelyHR
* Oracle Taleo
* MS Office Suite
* iCIMS Talent Acquisition
* Human Resources Management Software HRMS