

Business Partner

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Business Partner with excellent communication, interpersonal and leadership skills with the ability to excel in challenging and deadline-driven environments; proficient in establishing relationships across functional teams, clients and business partners worldwide

Skills

Administration, Supervisor, Microsoft Office, Communications, Coaching, And Development, Problem Solving

Work Experience

Business Partner

ABC Corporation - August 2007 - August 2008

- Supervising employees in day-to-day activities. Responsible for training all employees.
- Responsible for hiring and firing of employees. Responsible for all employees and scheduling.
- Responsible for maintaining all policies, schematics, and merchandising.
- Responsible for balancing daily reports in cash and credit card sales and making deposits.
- Responsible for stock, staging, and rotation.
- Responsible for banking, and cash handling of all money in store.
- Responsible for the cleanliness and organization of the store.

Business Partner

ABC Corporation - 2005 - 2007

- Acted as a strategic partner to leadership in implementing and managing the development and roll-out of Human Resource programs and initiatives to drive organizational excellence.
- Provided proactive coaching, counseling, training, consultation, and support to leadership in the interpretation and application of all aspects of state and federal rules, regulations, and laws regarding Human Resources.
- Partnered with leadership to facilitate communication and problem resolution for human resources related concerns impacting the work environment.
- Provided leadership in the areas of employee and labor relationships and conducted internal investigations and reports findings to the Department manager and HR Director.
- This is Dummy Description data, Replace with job description relevant to your current role.
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Education

Masters of Arts in Administration - February 2010(University of Phoenix - Phoenix, AZ)