ROBERT SMITH
Asst. Business Project Manager

Phone: (0123)-456-789 I Email: info@qwikresume.com I Website: Qwikresume.com

SUMMARY

Senior Human Resources Technology and Operations Manager with experience in learning, recruiting, performance and competency management, leadership development, succession planning and HRIS applications. Successful management of direct report teams as well as indirect project team members. Trusted business advisor on human resources technology and process initiatives.

CORE COMPETENCIES

Talent Management, Performance Management, SAAS, Management Experience.

PROFESSIONAL EXPERIENCE

Asst. Business Project Manager
ABC Corporation - 2013 – 2015

Key Deliverables:
- Responsible for Cornerstone system configuration, technical issue resolution; process design, and quarterly release management.
- Developed creative solutions for leadership development and key employee development initiatives.
- Responsible for leading change management efforts including stakeholder management, communication and training on all initiatives.
- Recognized as the organizational business model for software-as-a-service (SAAS) technology.
- Deployed Annual Fraud course to 3800 users, generated less than 1% support calls, and automated reporting for progress tracking.
- Project Manager for design, development, and deployment for Employee Engagement Survey.
- Created 90 custom reports.

Business Project Manager
Delta Corporation - 2008 – 2011

Key Deliverables:
- Analyzed the operation and request of quotation gap that concerted a $523M settlement with customer.
- Led enhancements to core financial systems during PeopleSoft v8.9 upgrade.
- Interacted with staff to resolve a large number of enrollment and payment discrepancies.
- Made changes to business processes and ensured training and preparedness activities were carried out.
- Managed three high priority quick win projects.

- Implemented electronic loan file transfers to Freddie Mac (replacing the previous method of mailing CDs to FHLMC).
- Added field validation logic into the UniFi application for various asset classifications, to alleviate common data entry errors.

EDUCATION

Bachelor of Arts in Organizational Development - (DePaul University)