

## GLOBAL HR MANAGER

### Summary

A Global HR Professional with 10+ years' progressive experience across industries and geographies. A unique skillset combination project management , HR business partnering, and building HR programs aligned with business strategy to drive successful results.

### Highlights

Microsoft Word, Excel, Project, Visio, Power Point, • SAP, Adobe Acrobat Professional

### Experience

#### Global HR Manager

June 2012 to September 2015 Company Name - City , State

- Leading US R&D Center Rockville, MD Relocation Project
- Managing Technical Leadership Program (TLP), a rotational leadership development program - partnering with senior leaders in manufacturing and HR Business Partners across US, Germany, Italy, UK, Switzerland, China, India, and Brazil
- Designed and lead cross-function key strategic HR projects and programs for manufacturing (2,600+ employees) : Flight Risk Analysis and Mitigation, Technical Development Global Career Framework, and Global Job Family Architect etc
- Facilitated 7 Global Engagement Survey "Result to Action" deep-dive sessions with global function leaders and local HR partners biennially
- Partnered with Director of Leadership Development to redesign M Compass, the first-time manager development program
- Rolled-out Mentoring Program for developing top 40 talents within manufacturing organization annually
- Designed corporate and divisional learning nomination process to ensure fair allocation across manufacturing locations
- Drive and roll-out divisional HR processes globally, ensured timely completion, compliance and final submission to corporate: Performance Management Process, Organization Talent Review, and Stock Award Program Nominations etc
- Leading Talent Management and Development Process improvements at all major sites with a special focus on Manufacturing head's staff and next level positions.
- Identifying succession gaps during the OTR Talking Talent Sessions for top 2 level 50 successors annually
- Overseeing and be ultimately responsible for data analysis and project support of a team of 1HR Analyst and 2 HR Interns.

#### Global HR Analyst

November 2010 to June 2012 Company Name - City , State

- Developed and implemented staffing process for Global TLP Associates with distinct approaches in China, India, and Brazil.
- Provided online training support of technical knowledge, management skills, and language learnings for TLPs and top talents.
- Organized Global HR Monthly Leadership Meeting with local HR heads around all manufacturing sites.
- Facilitated performance calibration process and annual merit and incentive planning process for Manufacturing function.

#### HR Generalist

May 2009 to August 2010 Company Name - City , State

- Analyzed competency and knowledge gap and designed action plans for IT functional off-shoring project in India.
- Redesigned organizational structure & hiring strategies for 200 employees at a new manufacturing plant in Germany.

- Designed & created Global Engagement Survey analysis reports for US, Latin America, IT, Finance, and Communications.

## HR Generalist

July 2006 to June 2008 Company Name - City , State

- Delivered strong management of diverse human resources functions for client base of over 300 employees at headquarters including staffing, training, organizational development, labor relations, and HR information systems administration
- Designed recruitment strategy action plan and set challenging benchmarks to evaluate recruiting partners Successfully staffed over 200 positions at headquarters and R&D laboratories in a timely and effective manner Utilized SAP Human Resources Information Systems (HRIS) for personnel changes; designed automatic analysis reports Collaborated with HRIS specialist to improve data accuracy in SAP system and monthly, quarterly, and annual reports Effectively handled labor relations cases in support of organizational restructuring efforts
- Played a key role in the revision of labor contracts and employee handbook to achieve legal compliance Contributed to Kraft's recognition as China's Top Employer in 2007 in a survey conducted by CRF, a European HR consulting firm, while partnering with teams in compensation & benefits and organizational development.

## HR Specialist

August 2003 to July 2006 Company Name - City , State

- Managed the implementation of HR practices and services among 2,200+ sales employees in 45 regional offices in China
- Developed HR plan with responsibility for performance evaluations, salary negotiations, headcount budget management
- Supervised Nestlé campus recruitment and interviewing process with Assessment Center tool among top universities in China
- Consulted with personnel on important HRIS maintenance and database administration projects Prepared monthly HR reports detailing turnover, headcount balance, staffing efficiency, organizational charts, and HR ROI's
- Coordinated annual salary review and compensation analysis and processed employee incentive adjustments processes.

## Education

Master of Industrial and Labor Relations : Human Resources and Organizations , 2010 Cornell University, School of Industrial and Labor Relations - City , State , USA

## Human Resources

BBA : Human Resource Management , July 2003 TIANJIN UNIVERSITY OF FINANCE & ECONOMICS - City , State , China

## Resource Management

## Languages

Mandarin Chinese (native), Spanish (basic), German (basic)

## Professional Affiliations

Global Professional of Human Resources (GPHR), Society for Human Resource Management (SHRM) July 2012- Present Professional of Human Resources (PHR), Society for Human Resource Management (SHRM) July 2012 -Present

## Skills

Adobe Acrobat, Analyst, Architect, balance, basic, benefits, budget management, calibration, charts, consulting, contracts, client, data analysis, database administration, Finance, focus, functional, German, hiring, HRIS, Human Resources, HR, Information Systems, labor relations, Latin, Leadership, Leadership Development, legal compliance, Director, management skills, Managing, Mandarin Chinese, Mentoring, Excel, Power Point, Microsoft Word, negotiations, next, organizational development, organizational, Performance Management, personnel, processes, recruiting, recruitment, Risk Analysis, sales, SAP, Spanish, staffing, strategy, strategic, Vaccines, Visio, annual reports