

Human Resources Manager Curriculum Vitae Example

Personal information:

Name: Floyd Human Resources Manager, PhD.

Birth: 1974

Email: floyd-human@resource-manager-phd.net

Phone number: country code and 333 444 555 666 444

Address: HR Management street 17, Dallas, USA

Education:

1999 - 2004

University of Human Resources Management, London

PhD. Study

Thesis: HR Management and Efficiency of Staff

Subjects Teaching (Management, Human Resources, Staff Efficiency), Scientific

Conferences, Scientific Magazines Publication

1993 - 1998

NY University, NY

Faculty of Human Resources

Information Systems and Management of Human Resources

Development of Human Resources Information System

1988 - 1992

Secondary School in Bella Secca

Specialization: Information Technology and Programming

School Leaving Exam

Job Experiences:

2009 - Today

Daimler Benz America

Automotive Industry

Number of Staff: 2000

Human Resources Manager - Payroll and Benefits

(Leading of 15 members team, cost cutting, outplacement)

30% staff productivity increase

2007 -2009

Info Project System , Ltd.

Informational Technologies, Information System development

Number of Staff: 3000

Human Resources Manager - Recruitment Department

*(Recruitment strategy, international head hunting, team leading (20 members),
human Resources marketing)*

Employer of the year

2005 - 2007

Aditus recruitment

Personnel Agency, Consulting Company

Number of Staff: 50

CEO, HR Manager

*(Company strategy and management, top management positions searching, human
resources counseling)*

Turnover up 250%

2004 - 2005

HR IS Dev + Imp

Human Resources Information System development and Implementation

Number of Staff: 50

HR Consultant and Analyst (Banking and Insurance Segment)

(Analysis of current HR IS, design, developement and implementation of new HR information system)

Human Resources information system of the year 2005

2002 - 2004

Danone Europe

Food Industry

Number of Staff: 7000

Human Resources Manager - Employee Relations

(Employee relations agenda)

Collective agreement

1999 - 2002

GE Aviation

Aerospace, Engineering

Number of Staff: 20 000

Manager of HR Performance

(Work measurement, job analysis, job description design, job efficiency optimization)

Job efficiency up 11%

1996 - 1998

Goldman Sachs

banking

Number of Staff: 27 000

Human Resources Generalist

(Human resources agenda, recruitment, HR advertising, payroll, benefits, employment contracts, job termination, personnel agency cooperation)

The best HR Spot 1997

Courses:

Human Resources Manager I., II., III., 2007 - 2010

International Recruitment, 2010

Prince 2, Project Management, 2009

SAP HR Implementation, 2008

Human Resources and Project Management, 2007

Lean Production and Six Sigma, 2006

Labor Law, 2006

TQM and Employee Management, 2006

IS Analysis, 2005

IS development, 2005

Payroll, 2004

Employee Benefits, 2003

Successful Negotiations, 2003

Human Resources Marketing and Advertising, 2000

Human Resources Agenda, 1997

PC Knowledge:

Win, Linux, Microsoft Office, Open Office

Information System HR and Payroll modules - most of available

Programming: .Net platform, MS SQL, Visual Basic

Foreign Languages Knowledge:

English - native

French - advance

Spanish, Portuguese, Italian - passively

Additional Skills and Abilities

Aviation license

Driving License

HR Professional Association member

Collective Agreement Negotiator, certification HRoUSACAN Association

Interests and Hobbies:

Airplanes and Cars

Sport: Tennis, Soccer, Go

Lego - design of new construction