Sarah Blackwood

Houston, TX • sarahblackwood@email.com • (555) 987-6543 • linkedin.com/in/sarahblckwd

**Human Resource Manager**

Empathetic and experienced Human Resource Management professional, proficient in a wide range of strategic HR functions including: organizational development, performance management, compensation, employee relations, recruiting and retention, training, and policy formulation, and compliance with all applicable federal, state and local laws. Skilled in establishing, designing and building scalable HR systems, and processes from the ground-up. Equipped with excellent analytical, organizational, problem-solving, and leadership aptitude; fully committed to continuous improvement with professional excellence. ***Proven expertise in:***

|  |  |
| --- | --- |
| * Human Resource Management * HRIS Technology * ATS & CRM Software * Recruitment & Retention | * Program Management * Training & Development * Creative Issue Resolution * Contracts & Negotiations |

**Professional Experience**

City Waterworks – City, State

**Human Resources Manager,** 2016 to 2019

Led and leveraged HR processes and drove key HR initiatives, including staffing, performance management, compensation planning, talent review, training and development, rewards & recognition, organizational effectiveness and employee communication. Acted as primary contact for virtual & onsite employee inquiries and escalated and resolved HR issues. Led performance-related training and coaching for managers and employees.

***Key Contributions:***

* Managed and completed HRIS data entry, reporting, and auditing, adding value to HR and self-service users.
* Conducted all virtual and onsite induction/onboarding related efforts for new hires and transfers.

Vitamin T Talent – City, State

**Regional Recruiter,** Nov 2014 to Mar 2016

Held responsibility for full life cycle recruiting - all hiring manager communication, job description preparation/posting, submit candidates, relationship management, issue resolution, setting process/procedural expectations, coordinating new hire setup/logistics, utilizing via ATS, job boards, & personal networks.

***Key Contribution:***

* Fostered a positive culture onsite amongst employees & management.

Docal Technology Inc – City, State

**Human Resources Manager,** 2010 to 2014

Led and managed a team of 12 HR professionals to develop appropriate human resource plans in support of key business needs in a dynamic, changing environment. Identified areas of concern and collaborated with cross-functional partners to develop solutions, addressing organizational requirements with a focus on effective and efficient delivery and execution.

***Key Contribution:***

* Drove employee engagement and retention by building morale and addressing employee needs.

**Education and Certification**

**MSc. Human Resource Development** (2010)

University of Houston

**Bachelor of Communications**

Gonzaga University