

Professional Summary

Results-driven HR leader with 12+ years of experience in strategic HR management, team leadership, and process optimization. Proven track record of driving business growth through effective talent management, vendor partnerships, and operational excellence.

Professional Experience

Senior Director, Human Resources (HR09)

Inazuma.co | January 2020 - Present

HR Manager (HR07)

NovaTech Inc. | June 2018 - December 2019

Key Achievements:

- Developed and implemented a diversity and inclusion program, resulting in a 30% increase in diverse hires.
- Streamlined recruitment processes, reducing time-to-hire by 40%.

Responsibilities:

- Managed a team of 5 HR generalists, providing coaching and guidance.
- Collaborated with senior leadership to design and implement HR strategies.

Senior HR Generalist (HR05)

Pinnacle Solutions | March 2015 - May 2018

Key Achievements:

- Designed and delivered training programs, improving employee engagement by 25%.
- Successfully managed a company-wide restructuring, ensuring minimal disruption to operations.

Responsibilities:

- Provided HR support to a team of 50 employees, addressing queries and resolving issues.
- Assisted in the development of HR policies and procedures.

HR Coordinator (HR03)

Apex Corporation | January 2012 - February 2015

Key Achievements:

- Improved employee onboarding process, reducing new hire turnover by 20%.
- Assisted in the implementation of a new HRIS system, ensuring seamless data migration.

Responsibilities:

- Coordinated recruitment efforts, scheduling interviews and managing candidate communications.
- Maintained accurate and up-to-date employee records.

Education

Master of Business Administration (MBA)

Harvard University | 2012

Relevant Coursework:

- Organizational Behavior
- Human Resource Management
- Strategic Management

Technical Skills

Business Operations:

- Business Analysis
- Process Optimization
- Project Management

HR Management:

- Talent Acquisition
- Employee Engagement
- Benefits Administration

Technology:

- HRIS (Workday, BambooHR)
- Microsoft Office Suite
- Google Workspace

Leadership:

- Team Management
- Coaching and Development
- Change Management

Vendor Management:

- Contract Negotiation
- Supplier Relationship Management
- Procurement