

Professional Summary

Results-driven HR Leader with 15+ years of experience in Talent Acquisition, Employee Engagement, and Strategic HR. Proven track record of driving business growth through effective people, process, and structure strategies. Skilled in managing cross-functional teams, vendor relationships, and HR transformations.

Professional Experience

Head of Talent Acquisition & HR Leader

Inazuma.co | January 2020 - Present

Senior HR Manager

NexaTech Inc. | June 2018 - December 2019

Key Achievements:

- Developed and implemented a talent acquisition strategy, reducing time-to-hire by 30%
- Improved employee engagement by 25% through targeted initiatives and feedback loops

Responsibilities:

- Led a team of 3 HR professionals, providing guidance and coaching
- Managed vendor relationships for HR services and tools

HR Manager

Pinnacle Solutions | March 2015 - May 2018

Key Achievements:

- Designed and delivered training programs, resulting in a 20% increase in employee skills
- Streamlined HR processes, reducing administrative tasks by 40%

Responsibilities:

- Handled employee relations, performance management, and benefits administration
- Collaborated with the leadership team on strategic HR initiatives

HR Generalist

Apex Corporation | January 2012 - February 2015

Key Achievements:

- Assisted in the development of HR policies and procedures, ensuring compliance with regulatory requirements
- Coordinated recruitment efforts, resulting in a 15% reduction in recruitment costs

Responsibilities:

- Provided support for employee onboarding, training, and benefits enrollment
- Maintained accurate HR records and reports

Education

Master of Business Administration (MBA) - Human Resources
University of Michigan - Ross School of Business | 2012

Relevant Coursework:

- Strategic HR Management
- Organizational Behavior
- Talent Management

Technical Skills

HR Systems:

- HRIS
- MIS
- CRM

Project Management:

- Project Planning
- Program Management
- Change Management

Talent Management:

- Talent Acquisition
- Talent Management
- Performance Management

Communication & Collaboration:

- Customer Relationship Management (CRM)
- Vendor Management
- Team Management

Business Operations:

- Budgets
- Service Delivery
- Strategy

IT & Telecommunications:

- SDLC
- Telecommunications
- VAS