

Professional Summary

Results-driven Human Resource Practitioner with over 8 years of experience in driving employee engagement, leveraging HRIS, and fostering collaborative work environments. Proven track record of meeting deadlines, solving complex problems, and leading high-performing teams.

Professional Experience

Senior Human Resource Consultant (CO12)

Inazuma.co | January 2020 - Present

HR Generalist (CO9)

NovaTech Inc. | June 2018 - December 2019

Key Achievements:

- Improved employee engagement by 25% through targeted initiatives and feedback loops.
- Successfully implemented a new HRIS system, reducing data entry time by 40%.

Responsibilities:

- Managed recruitment, onboarding, and employee relations.
- Developed and conducted training programs for staff.

HR Coordinator (CO6)

Pinnacle Solutions | March 2015 - May 2018

Key Achievements:

- Enhanced the company's social media presence, increasing followers by 500%.
- Assisted in the development of a comprehensive employee handbook.

Responsibilities:

- Coordinated employee events and team-building activities.
- Provided administrative support to the HR team.

HR Assistant (CO3)

Green Earth Enterprises | January 2013 - February 2015

Key Achievements:

- Streamlined the recruitment process, reducing time-to-hire by 30%.

- Maintained accurate and up-to-date employee records.

Responsibilities:

- Assisted with new hire paperwork and orientation.
- Supported the HR team in various administrative tasks.

Education

Master of Business Administration (MBA) in Human Resources

University of Michigan - Ann Arbor | December 2012

Technical Skills

Human Resources:

- Employee Engagement
- Recruitment and Selection
- Employee Relations
- Benefits Administration

HR Information Systems (HRIS):

- Workday
- BambooHR
- ADP Workforce Now

Soft Skills:

- Communication
- Problem Solving
- Team Management
- Time Management