

Professional Summary

Results-driven HR leader with 12+ years of experience in strategic talent management, recruitment, and organizational development. Proven track record of driving business growth through effective HR initiatives. Skilled in fostering collaborative work environments and leading high-performing teams.

Professional Experience

Senior Vice President, Human Resources (HR09)

Inazuma.co | January 2020 - Present

Director, Human Resources

NovaTech Inc. | June 2015 - December 2019

Key Achievements:

- Reduced turnover by 30% through targeted retention strategies
- Developed and implemented a diversity and inclusion program, increasing diverse hires by 25%

Responsibilities:

- Managed a team of 5 HR professionals
- Oversaw recruitment, employee relations, and benefits administration

Senior HR Manager

Pinnacle Solutions | March 2012 - May 2015

Key Achievements:

- Improved time-to-hire by 40% through process streamlining
- Designed and delivered training programs, enhancing employee engagement by 20%

Responsibilities:

- Coordinated with hiring managers to fulfill staffing needs
- Administered employee onboarding and exit processes

HR Generalist

Apex Corporation | August 2009 - February 2012

Key Achievements:

- Assisted in the development of an employee handbook, ensuring compliance with regulatory requirements
- Provided support for open enrollment, resulting in a 95% participation rate

Responsibilities:

- Handled employee inquiries and resolved issues in a timely manner
- Maintained accurate and up-to-date HR records

Education

Master of Business Administration (MBA) with a focus on Human Resources
Harvard University | 2009

Relevant Coursework:

- Strategic Human Resource Management
- Organizational Behavior
- Talent Management and Development

Technical Skills

Human Resources:

- Talent Acquisition and Management
- Employee Relations and Engagement
- Benefits Administration
- Diversity, Equity, and Inclusion Initiatives

Recruiting:

- Full Life Cycle Recruitment
- Interview Techniques and Assessment
- Job Description Development
- Applicant Tracking Systems (ATS)

Management:

- Leadership and Team Management
- Strategic Planning and Execution
- Change Management
- Performance Management and Development