

Professional Summary

Results-driven HR Executive with 12+ years of experience in strategic Human Resource Management, driving organizational growth through innovative planning and personnel development. Proven track record of success in leadership roles, with expertise in Microsoft Office suite.

Professional Experience

Executive Vice President - Human Resources (HR10)

Inazuma.co | January 2020 - Present

Senior Director - HR (HR8)

NovaTech Inc. | June 2018 - December 2019

Key Achievements:

- Reduced employee turnover by 25% through targeted retention strategies.
- Implemented a performance management system, resulting in a 30% increase in productivity.

Responsibilities:

- Managed HR operations for a team of 500 employees.
- Developed and executed diversity and inclusion initiatives.

HR Manager (HR6)

Pinnacle Solutions | March 2015 - May 2018

Key Achievements:

- Successfully led the integration of HR systems post-merger, ensuring seamless operations.
- Designed and delivered training programs, enhancing employee engagement by 40%.

Responsibilities:

- Coordinated recruitment efforts, reducing time-to-hire by 50%.
- Administered benefits and compensation packages.

HR Generalist (HR4)

Apex Industries | January 2012 - February 2015

Key Achievements:

- Improved employee onboarding process, reducing new hire paperwork by 75%.
- Assisted in the development of the company's first employee handbook.

Responsibilities:

- Provided support for all HR-related inquiries and tasks.
- Maintained accurate and up-to-date employee records.

Education

Master of Business Administration (MBA) - Human Resources

Harvard University | 2010

Relevant Coursework:

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

Technical Skills

Productivity Software:

- Microsoft Office
- Microsoft Excel
- Microsoft Word

HR Systems:

- Workday
- BambooHR
- ADP Workforce Now

Soft Skills:

- Leadership
- Communication
- Strategic Planning