Professional Summary

Results-driven HR leader with 12+ years of experience in driving organizational growth through strategic HR initiatives, Agile methodologies, and effective project management. Proven track record of enhancing team performance and fostering a collaborative work environment.

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 executed a diversity and inclusion program, resulting in a 30% increase in diverse hires.
- Improved employee engagement by 25% through targeted feedback and recognition initiatives.

Responsibilities:

- Managed a team of 3 HR generalists, providing guidance and support.
- Collaborated with cross-functional teams to design and implement HR projects.

HR Generalist (HR05)

Pinnacle Solutions | March 2015 - May 2018

Key Achievements:

- Streamlined the onboarding process, reducing time-to-productivity by 40%.
- Assisted in the development of a performance management framework, leading to a 20% increase in employee goal alignment.

Responsibilities:

- Provided HR support for a team of 50 employees, addressing queries and resolving issues.
- Coordinated training sessions and workshops to enhance employee skills.

HR Coordinator (HR03)

Apex Corporation | January 2012 - February 2015

Key Achievements:

- Assisted in the implementation of a new HRIS system, ensuring seamless data migration.

- Developed and maintained accurate HR records, ensuring 100% compliance.

Responsibilities:

- Supported the HR team with administrative tasks and data entry.

- Coordinated employee events and activities to boost morale.

Education

Master of Business Administration (MBA)
Harvard University | 2012

Relevant Coursework:

- Organizational Behavior

- Human Resource Management

- Strategic Management

Technical Skills

Project Management:

- Agile Methodologies

- Scrum Framework

- Waterfall Methodology

HR Systems:

- Workday

- BambooHR

- ADP Workforce Now

Analysis and Reporting:

- Requirements Analysis

- Data Analysis

- Microsoft Excel

Soft Skills:

- Leadership

- Communication

- Team Management