

Professional Summary

Transformational HR Leader | 15+ years of experience in cultivating high-performing teams, driving business growth, and fostering a culture of innovation. Proven track record of developing and implementing strategic people initiatives that align with organizational objectives.

Professional Experience

Head of Human Resources (HR12)

Inazuma.co | January 2020 - Present

Senior HR Manager (HR9)

NexaCorp | June 2018 - December 2019

Key Achievements:

- Designed and implemented a comprehensive talent development program, resulting in 30% increase in employee retention
- Collaborated with cross-functional teams to launch a diversity and inclusion initiative, yielding a 25% increase in diverse hires

Responsibilities:

- Led a team of 5 HR professionals, providing guidance and support in talent management, benefits, and compliance
- Developed and managed HR budgets, ensuring 15% cost savings through process optimization

HR Manager (HR6)

Pinnacle Solutions | March 2015 - May 2018

Key Achievements:

- Streamlined the recruitment process, reducing time-to-hire by 40% and increasing candidate satisfaction by 90%
- Introduced a performance management framework, resulting in a 20% increase in employee engagement

Responsibilities:

- Managed employee relations, conflict resolution, and benefits administration for a team of 50 employees
- Coordinated training and development programs, ensuring 95% participation rate

HR Generalist (HR3)

Apex Industries | January 2012 - February 2015

Key Achievements:

- Assisted in the development of an employee handbook, ensuring 100% compliance with regulatory requirements
- Provided support in the implementation of a new HRIS system, resulting in 30% reduction in administrative tasks

Responsibilities:

- Handled employee onboarding, benefits enrollment, and data entry for a team of 20 employees
- Coordinated company-wide events and activities, promoting a positive work environment

Education

Master of Business Administration (MBA)

Harvard University | 2010

Relevant Coursework:

- Organizational Behavior
- Human Resource Management
- Strategic Management

Technical Skills

Project Management:

- Agile Methodologies
- Project Planning
- Program Management
- Project Management

Business Analysis:

- Requirements Analysis
- Business Analysis
- Business Intelligence
- Business Strategy

Software Development:

- .NET
- SaaS

- SOA
- SDLC

Vendor Management:

- Vendor Management
- Outsourcing
- Global Delivery

Sales and Marketing:

- Pre-sales
- Sales Enablement
- Business Development

Leadership:

- Team Management