

Professional Summary

Results-driven HR & Recruitment Professional with 17 years of experience in strategic HR, talent management, and team leadership. Proven track record of driving business growth through effective manpower planning, employee training, and performance management. Skilled in HRIS, payroll, benefits administration, and employee relations.

Professional Experience

Senior Director, Human Resources & Recruitment

Inazuma.co | January 2018 - Present

HR Manager

NovaTech Inc. | June 2015 - December 2017

Key Achievements:

- Reduced employee turnover by 30% through targeted training and development programs
- Implemented a new HRIS system, resulting in a 25% reduction in administrative tasks

Responsibilities:

- Managed a team of 3 HR coordinators
- Developed and executed recruitment strategies for key positions
- Conducted performance appraisals and provided coaching to employees

Senior Recruiter

Pinnacle Group | March 2012 - May 2015

Key Achievements:

- Filled 95% of open positions within the desired timeframe
- Improved candidate satisfaction ratings by 40% through enhanced communication

Responsibilities:

- Sourced and screened top talent for various departments
- Collaborated with hiring managers to understand recruitment needs
- Developed and maintained relationships with recruitment agencies

HR Coordinator

Apex Corporation | August 2009 - February 2012

Key Achievements:

- Assisted in the development of a comprehensive employee handbook
- Coordinated employee onboarding processes, resulting in a 20% reduction in new hire paperwork

Responsibilities:

- Provided administrative support to the HR team
- Processed payroll and benefits for a team of 50 employees
- Maintained accurate and up-to-date employee records

Education

Master of Business Administration (MBA)

University of Michigan - Ross School of Business | 2009

Technical Skills

HR Systems:

- HRIS
- Payroll Software
- Benefits Administration Tools

Recruitment Tools:

- Applicant Tracking Systems (ATS)
- Screening Software

Business Strategy:

- Manpower Planning
- Talent Management
- Business Development

Soft Skills:

- Employee Relations
- Training & Development
- Team Management
- Performance Appraisal
- Communication