

Professional Summary

Results-driven HR leader with 15+ years of experience in strategic talent management, organizational development, and employee engagement. Proven track record of driving business growth through innovative HR initiatives and fostering a culture of excellence.

Professional Experience

Senior Vice President, Human Resources (HR12)

Inazuma.co | January 2020 - Present

Vice President, HR (HR10)

NovaTech Inc. | June 2015 - December 2019

Key Achievements:

- Developed and implemented a diversity and inclusion program, resulting in a 30% increase in underrepresented groups in leadership positions.
- Designed and launched a global employee recognition platform, boosting employee engagement by 25%.

Responsibilities:

- Managed a team of 15 HR professionals, providing coaching and development opportunities.
- Collaborated with the executive team to drive business strategy through HR initiatives.

Senior HR Manager (HR8)

Pinnacle Consulting | March 2012 - May 2015

Key Achievements:

- Streamlined the recruitment process, reducing time-to-hire by 40% and cost-per-hire by 20%.
- Developed and delivered training programs, resulting in a 90% participant satisfaction rate.

Responsibilities:

- Provided HR support to a team of 50 consultants, ensuring compliance with company policies.
- Analyzed HR metrics to inform business decisions and drive process improvements.

HR Generalist (HR5)

Apex Corporation | August 2008 - February 2012

Key Achievements:

- Assisted in the development of an employee handbook, ensuring compliance with regulatory requirements.
- Coordinated employee events, resulting in a 20% increase in employee participation.

Responsibilities:

- Provided administrative support to the HR team, maintaining accurate records and reports.
- Assisted with recruitment efforts, including scheduling interviews and conducting background checks.

Education

Master of Business Administration (MBA)

Harvard Business School | 2008

Technical Skills

HR Systems:

- Workday HCM
- BambooHR
- ADP Workforce Now

Data Analysis:

- Microsoft Excel
- Tableau
- Google Analytics

Communication Tools:

- Microsoft Office Suite
- Slack
- Zoom

Other:

- Project Management (Agile, Scrum)
- Change Management
- Diversity, Equity, and Inclusion (DEI) Practices