

Professional Summary

Results-driven HR professional with 20+ years of experience, seeking a senior management position to leverage expertise in strategic HR, talent development, and organizational growth. Proven track record of driving business success through innovative HR initiatives and collaborative leadership.

Professional Experience

Senior HR Director (AP10)

Inazuma.co | January 2018 - Present

HR Director

Vestrio Inc. | June 2015 - December 2017

Key Achievements:

- Developed and implemented a comprehensive talent management program, resulting in a 30% increase in employee retention.
- Successfully led the HR team through a company-wide restructuring, ensuring minimal disruption to operations.

Responsibilities:

- Strategic HR planning and execution
- Talent acquisition and management
- Employee engagement and retention strategies

Senior HR Manager

ApparelMax Ltd. | March 2012 - May 2015

Key Achievements:

- Designed and delivered a leadership development program, enhancing the leadership pipeline by 25%.
- Improved employee satisfaction ratings by 20% through targeted engagement initiatives.

Responsibilities:

- HR operations management
- Performance management and development
- Compliance and risk management

HR Manager

FashionForward Corp. | September 2008 - February 2012

Key Achievements:

- Streamlined the recruitment process, reducing time-to-hire by 40%.
- Developed and implemented an employee recognition program, boosting morale and productivity.

Responsibilities:

- Recruitment and staffing
- Employee relations and communications
- Benefits administration

HR Generalist

StyleHub Inc. | January 2005 - August 2008

Key Achievements:

- Assisted in the development of the company's first HR manual, ensuring compliance with regulatory requirements.
- Coordinated training programs, enhancing employee skills and knowledge.

Responsibilities:

- HR administrative support
- Training and development coordination
- Employee onboarding

Education

Master of Business Administration (MBA)

Harvard University | 2005

Relevant Coursework:

- Strategic HR Management
- Organizational Behavior
- Talent Management and Development

Technical Skills

HR Systems:

- Workday

- BambooHR
- ADP Workforce Now

Productivity Tools:

- Microsoft Office Suite
- Google Workspace
- Asana

Data Analysis:

- Excel
- Tableau
- Power BI

Communication Platforms:

- Slack
- Zoom
- Microsoft Teams