

Professional Summary

Results-driven HR leader with 12+ years of experience in strategic personnel management, team development, and human resources. Proven track record of driving organizational growth through effective talent acquisition, retention, and development strategies.

Professional Experience

Senior Director of Human Resources (HR09)

Inazuma.co | January 2020 - Present

HR Manager (HR07)

NovaTech Inc. | June 2018 - December 2019

Key Achievements:

- Reduced employee turnover by 30% through targeted retention initiatives.
- Developed and implemented a diversity and inclusion program, resulting in a 25% increase in diverse hires.

Responsibilities:

- Managed a team of HR generalists, providing guidance on HR operations.
- Coordinated with the leadership team to develop and implement HR strategies.

Senior HR Generalist (HR05)

Pinnacle Solutions | March 2015 - May 2018

Key Achievements:

- Streamlined the recruitment process, reducing time-to-hire by 40%.
- Collaborated with the training team to design and deliver employee development programs, resulting in a 20% increase in employee engagement.

Responsibilities:

- Handled employee relations, benefits administration, and compliance.
- Assisted in the development of HR policies and procedures.

HR Coordinator (HR03)

Apex Corporation | January 2012 - February 2015

Key Achievements:

- Successfully coordinated large-scale company events, enhancing employee morale.
- Assisted in the implementation of a new HR information system, ensuring seamless data migration.

Responsibilities:

- Provided administrative support to the HR team.
- Coordinated new hire onboarding and orientation processes.

Education

Master of Business Administration (MBA) in Human Resources
Harvard University | 2012

Relevant Coursework:

- Strategic HR Management
- Organizational Development
- Talent Management

Technical Skills

Human Resources:

- Workday HCM
- ADP Workforce Now
- HRIS Systems

Team Management:

- Leadership Development
- Performance Management
- Team Building

Personnel Management:

- Recruitment Strategies
- Employee Relations
- Benefits Administration

Software Proficiency:

- Microsoft Office Suite
- Google Workspace
- Project Management Tools (Asana, Trello)