

Professional Summary

Results-driven HR leader with over 15 years of experience in strategic HR, talent management, and organizational development. Proven track record of driving employee engagement, improving performance, and fostering a culture of excellence. Skilled in HRIS, payroll, and labor relations, with a strong passion for innovative HR practices.

Professional Experience

Senior Vice President, Human Resources (HR10)

Inazuma.co | January 2020 - Present

Vice President, HR (HR8)

NovaTech Inc. | June 2015 - December 2019

Key Achievements:

- Developed and implemented a comprehensive talent management program, resulting in a 30% increase in employee retention.
- Designed and launched a company-wide employee engagement platform, boosting participation by 50%.

Responsibilities:

- Led the HR team in supporting 500+ employees across multiple locations.
- Partnered with the executive team to drive strategic HR initiatives.

HR Director (HR6)

Pinnacle Group | March 2010 - May 2015

Key Achievements:

- Streamlined the recruitment process, reducing time-to-hire by 40%.
- Implemented a performance management system, leading to a 25% increase in employee performance ratings.

Responsibilities:

- Managed a team of HR generalists, providing guidance on HR policies and procedures.
- Collaborated with department heads to address employee relations issues.

Senior HR Generalist (HR4)

Apex Corporation | January 2008 - February 2010

Key Achievements:

- Developed and conducted training programs, resulting in a 20% increase in employee knowledge retention.
- Assisted in the implementation of a new HRIS system, ensuring seamless data migration.

Responsibilities:

- Provided HR support to 200+ employees, addressing queries and resolving issues.
- Coordinated employee events and activities, fostering a positive work environment.

Education

Master of Business Administration (MBA) - Human Resources

Harvard University | 2007

Relevant Coursework:

- Strategic HR Management
- Organizational Behavior
- Talent Management

Technical Skills

HR Systems:

- HRIS (Workday, BambooHR)
- Payroll Software (ADP, Paychex)

Recruitment Tools:

- Applicant Tracking Systems (ATS)
- Social Media Recruitment

Employee Engagement:

- Employee Feedback Platforms (15Five, Lighthouse)
- Recognition Software (Bonusly, Kazoo)

Data Analysis:

- Microsoft Excel
- Google Analytics

Communication:

- Microsoft Office (Word, PowerPoint, Outlook)
- Google Suite (Docs, Slides, Gmail)