

Professional Summary

Results-driven HR Professional with over 7 years of experience in driving strategic HR initiatives, leveraging expertise in Talent Acquisition, HR Analytics, and HR Business Partnership to foster business growth and excellence. Proven track record of successfully implementing data-driven solutions, enhancing stakeholder engagement, and leading cross-functional teams in dynamic start-up and corporate environments.

Professional Experience

Senior HR Business Partner (HR09)

Inazuma.co | January 2020 - Present

HR Manager (HR07)

NovaTech Inc. | June 2018 - December 2019

Key Achievements:

- Developed and executed a talent acquisition strategy, reducing time-to-hire by 30% and increasing new hire satisfaction by 25%.
- Implemented an HR analytics dashboard, providing actionable insights that informed business decisions and improved employee retention by 15%.

Responsibilities:

- Talent Acquisition and Management
- HR Analytics and Reporting
- Employee Engagement and Retention Strategies

HR Generalist (HR05)

Pinnacle Bank | March 2016 - May 2018

Key Achievements:

- Designed and delivered training programs, enhancing employee skills and contributing to a 20% increase in customer satisfaction ratings.
- Coordinated the implementation of an Applicant Tracking System, streamlining the hiring process and reducing recruitment costs by 12%.

Responsibilities:

- Training and Development
- Recruitment and Selection
- Employee Relations and Compliance

HR Coordinator (HR03)

StartUpHub | January 2014 - February 2016

Key Achievements:

- Assisted in the development of the company's first HR manual, ensuring compliance with regulatory requirements.
- Supported the launch of the company's social media hiring initiative, increasing job application rates by 50%.

Responsibilities:

- HR Administration
- Recruitment Support
- Employee Onboarding

Education

Master of Business Administration (MBA) in Human Resources

University of Michigan - Ross School of Business | 2014

Technical Skills

Software Proficiency:

- Microsoft Excel
- Applicant Tracking Systems

Data Analysis and Science:

- HR Analytics
- Data Science and Analytic Hiring
- Data Communication Hiring

Industry Knowledge:

- Information Technology
- Banking
- Start-ups

Soft Skills:

- Talent Management
- Client Co-ordination
- Stakeholders Management

- Research
- Social Media Hiring
- Report Writing