

## Professional Summary

Results-driven HR leader with 15+ years of experience in Corporate HR and HRBP roles, driving business growth through strategic talent management, employee engagement, and performance optimization. Proven track record of success in diverse HR functions, with expertise in Performance Management, Employee Engagement, and Training.

## Professional Experience

### Senior Vice President - Human Resources (HR12)

Inazuma.co | January 2020 - Present

### Director - Human Resources (HR9)

NovaTech Inc. | June 2018 - December 2019

#### Key Achievements:

- Designed and implemented a performance management system, resulting in a 25% increase in employee productivity.
- Developed and executed a training program, enhancing employee skills and reducing turnover by 30%.

#### Responsibilities:

- Managed a team of HR generalists, providing support for recruitment, employee relations, and benefits administration.
- Partnered with department heads to analyze workforce needs and develop strategic staffing plans.

### Senior HR Manager (HR7)

Pinnacle Solutions | March 2015 - May 2018

#### Key Achievements:

- Conducted a comprehensive HR audit, identifying areas for process improvement and implementing changes that reduced HR operational costs by 20%.
- Developed and launched an employee engagement program, leading to a 40% increase in employee satisfaction.

#### Responsibilities:

- Coordinated recruitment efforts, ensuring timely filling of open positions and reducing time-to-hire by 30%.
- Administered employee benefits, including health insurance, retirement plans, and time-off policies.

## HR Manager (HR5)

Apex Industries | September 2012 - February 2015

### Key Achievements:

- Created and implemented a job analysis and evaluation process, ensuring fair compensation practices across the organization.
- Collaborated with the training department to design and deliver workshops, enhancing employee skills and knowledge.

### Responsibilities:

- Provided HR support for a team of 50 employees, addressing queries and resolving conflicts in a timely manner.
- Assisted in the development and administration of employee recognition and reward programs.

## HR Generalist (HR3)

Startech Ltd. | January 2010 - August 2012

### Key Achievements:

- Assisted in the recruitment process, resulting in a 25% reduction in recruitment costs.
- Maintained accurate and up-to-date employee records, ensuring compliance with regulatory requirements.

### Responsibilities:

- Provided administrative support for HR initiatives, including event planning and communication.
- Coordinated employee onboarding, ensuring a smooth transition for new hires.

## Education

### Master of Business Administration (MBA) - Human Resources

University of Michigan - Ross School of Business | 2009

### Relevant Coursework:

- Strategic Human Resource Management
- Organizational Behavior
- Talent Management and Development

## Technical Skills

**HR Systems:**

- Workday
- BambooHR
- ADP Workforce Now

**Performance Management:**

- OKRs
- KPI Development
- 360-Degree Feedback

**Employee Engagement:**

- Survey Design and Analysis
- Recognition and Reward Programs
- Diversity, Equity, and Inclusion Initiatives

**Training and Development:**

- Curriculum Design
- Facilitation and Delivery
- E-Learning Platforms (e.g., LMS, Articulate Storyline)