

# Professional Summary

Results-driven HR leader with 15+ years of experience in strategic HR, talent management, and organizational development. Proven track record of driving business growth through effective workforce planning, leadership development, and employee engagement. Certified Career Coach and Hogan Assessor & Coach with a passion for mentoring and coaching HR professionals.

## Professional Experience

### Head of Human Resources (HR14)

Inazuma.co | January 2020 - Present

### Senior HR Manager (HR12)

NovaTech Inc. | June 2018 - December 2019

#### **Key Achievements:**

- Developed and implemented a comprehensive talent management program, resulting in a 30% increase in internal promotions.
- Designed and delivered a leadership development program, improving leadership effectiveness by 25%.

#### **Responsibilities:**

- Talent Management and Acquisition
- Performance Management and Development
- Employee Engagement and Relations

### HR Manager (HR10)

Pinnacle Group | March 2015 - May 2018

#### **Key Achievements:**

- Streamlined HR processes, reducing recruitment time-to-hire by 40% and improving overall HR efficiency by 30%.
- Collaborated with the leadership team to develop and implement a diversity and inclusion strategy, increasing workforce diversity by 20%.

#### **Responsibilities:**

- HR Operations and Process Improvement
- Recruitment and Talent Sourcing
- Employee Communications and Engagement

## **HR Generalist (HR8)**

Apex Corporation | January 2012 - February 2015

### **Key Achievements:**

- Assisted in the development and implementation of a performance management system, resulting in a 20% increase in employee performance ratings.
- Coordinated employee training programs, improving employee satisfaction with training by 25%.

### **Responsibilities:**

- HR Administration and Support
- Employee Onboarding and Training
- Benefits Administration

## **Education**

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

University of Michigan - Ross School of Business | 2010

### **Relevant Coursework:**

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

## **Technical Skills**

### **HR Systems and Tools:**

- HRIS (Workday, BambooHR)
- Performance Management Software (SuccessFactors, Halogen)
- Talent Management Platforms (LinkedIn Recruiter, Glassdoor)

### **Business and Strategy:**

- Business Strategy Development
- Workforce Planning and Analytics
- Change Management and Organizational Development

### **Soft Skills:**

- Leadership and Team Management
- Coaching and Mentoring

- Conflict Resolution and Negotiation

**Certifications:**

- Certified Career Coach (CCC)
- Certified Hogan Assessor and Coach (CHAC)