

Professional Summary

Results-driven HR leader with 12+ years of experience in strategic talent management, organizational development, and employee engagement. Proven track record of driving business growth through innovative HR initiatives and fostering a culture of excellence.

Professional Experience

Senior Vice President, Human Resources (HR09)

Inazuma.co | January 2020 - Present

Vice President, HR (HR07)

NovaTech Inc. | June 2018 - December 2019

Key Achievements:

- Designed and implemented a comprehensive talent development program, resulting in a 30% increase in internal promotions.
- Developed and executed a diversity and inclusion strategy, leading to a 25% increase in diverse hires.

Responsibilities:

- Led the HR team in supporting 500+ employees across 3 continents.
- Collaborated with the executive team to develop and implement business strategies.

HR Director (HR05)

Pinnacle Solutions | March 2015 - May 2018

Key Achievements:

- Streamlined the recruitment process, reducing time-to-hire by 40% and cost-per-hire by 20%.
- Developed and implemented an employee engagement program, resulting in a 20% increase in employee satisfaction.

Responsibilities:

- Managed a team of 3 HR professionals, providing guidance and support.
- Partnered with department heads to address employee relations and performance issues.

Senior HR Generalist (HR03)

Apex Corporation | January 2012 - February 2015

Key Achievements:

- Successfully implemented a new HRIS system, improving data accuracy and reducing administrative tasks by 30%.
- Collaborated with the management team to develop and implement a performance management process.

Responsibilities:

- Provided HR support to 200+ employees, addressing queries and resolving issues.
- Assisted in the development and implementation of HR policies and procedures.

Education

Master of Business Administration (MBA)

Harvard University | June 2012

Technical Skills

HR Systems:

- Workday
- BambooHR
- ADP Workforce Now

Recruitment Tools:

- LinkedIn Recruiter
- Glassdoor
- Indeed

Data Analysis:

- Microsoft Excel
- Google Analytics
- Tableau

Communication:

- Microsoft Office Suite
- Google Workspace
- Slack