

Professional Summary

Results-driven HR leader with 12+ years of experience in strategic HR planning, talent acquisition, and employee engagement. Proven track record of driving business growth through effective HR initiatives. Skilled in HR consulting, performance management, and benefits negotiation.

Professional Experience

Senior Director of Human Resources (HR09)

Inazuma.co | January 2020 - Present

HR Manager (HR07)

NovaTech Inc. | June 2018 - December 2019

Key Achievements:

- Designed and executed a strategic HR plan, leading to 20% increase in employee retention
- Improved recruitment process, reducing cost-per-hire by 25%

Responsibilities:

- Managed a team of 3 HR coordinators
- Developed and implemented performance management system
- Coordinated employee engagement initiatives, resulting in 15% increase in employee satisfaction

Senior HR Generalist (HR05)

Pinnacle Solutions | March 2015 - May 2018

Key Achievements:

- Successfully implemented a new HRIS, reducing data entry errors by 90%
- Developed and conducted training programs, resulting in 10% increase in employee productivity

Responsibilities:

- Provided HR support to 200+ employees
- Assisted in recruitment efforts, screening, and interviewing candidates
- Maintained employee records and ensured compliance with labor laws

HR Coordinator (HR03)

Apex Corporation | January 2012 - February 2015

Key Achievements:

- Assisted in the development of employee handbook, resulting in 20% reduction in HR-related queries
- Coordinated employee onboarding process, ensuring 95% completion rate within the first week

Responsibilities:

- Provided administrative support to the HR team
- Maintained employee database and updated records
- Assisted in coordinating employee events and activities

Education

Master of Business Administration (MBA) in Human Resources

University of Michigan - Ross School of Business | 2012

Technical Skills

HR Management:

- HR Policies
- Performance Appraisal
- Human Resources
- Recruiting
- HR Consulting
- Strategic HR
- Strategic Human Resource Planning
- Personnel Management

Business Development:

- Business Development
- Marketing Strategy
- New Business Development

Employee Engagement & Relations:

- Employee Engagement
- Employee Relations
- Talent Management

Technology & Data:

- MIS
- HRIS
- Kronos System

Marketing & Research:

- Marketing
- Market Research