

Professional Summary

Results-driven HR leader with over 15 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

Vice President, Human Resources (HR10)

Inazuma.co | January 2020 - Present

Director, HR Operations (HR8)

NovaTech Inc. | June 2015 - December 2019

Key Achievements:

- Reduced employee turnover by 30% through targeted retention strategies
- Developed and implemented a comprehensive diversity and inclusion program

Responsibilities:

- Managed HR operations for a team of 500 employees
- Coordinated with senior leadership to develop and implement HR strategies

Senior HR Manager (HR6)

Pinnacle Solutions | March 2012 - May 2015

Key Achievements:

- Improved employee engagement by 25% through feedback-driven initiatives
- Streamlined recruitment process, reducing time-to-hire by 40%

Responsibilities:

- Led a team of 3 HR generalists, providing guidance and support
- Developed and administered employee training programs

HR Generalist (HR4)

Apex Corporation | August 2008 - February 2012

Key Achievements:

- Assisted in the development of a company-wide performance management system
- Coordinated employee onboarding, resulting in a 95% retention rate

Responsibilities:

- Provided HR support for a team of 200 employees
- Processed payroll and benefits administration

Education

Master of Business Administration (MBA)

Harvard University | 2008

Relevant Coursework:

- Strategic HR Management
- Organizational Development
- Talent Management

Technical Skills

HR Systems:

- Workday
- BambooHR
- ADP Workforce Now

Recruitment Tools:

- LinkedIn Recruiter
- Glassdoor
- Indeed

Productivity Software:

- Microsoft Office Suite
- Google Workspace
- Asana

Data Analysis:

- Excel
- Tableau
- Power BI