Professional Summary

Results-driven HR leader with over 11 years of experience in driving business growth through strategic HR initiatives, talent management, and operational excellence. Proven track record of success in fostering positive work environments, ensuring compliance, and leveraging technology to enhance HR processes.

Professional Experience

Senior Vice President - Human Resources (HR10)

Inazuma.co | January 2020 - Present

HR Business Partner (HR8)

NovaTech Inc. | June 2018 - December 2019

Key Achievements:

- Developed and implemented a diversity and inclusion program, resulting in a 40% increase in diverse hires.
- Streamlined recruitment processes, reducing time-to-hire by 50%.

Responsibilities:

- Provided strategic HR support to business leaders.
- Managed employee relations, conflicts, and performance issues.

Senior HR Generalist (HR6)

Pinnacle Solutions | March 2015 - May 2018

Key Achievements:

- Designed and delivered training programs, enhancing employee skills by 30%.
- Ensured 100% statutory compliance, avoiding any legal issues.

Responsibilities:

- Handled full-cycle recruitment for various roles.
- Administered benefits, payroll, and employee onboarding/offboarding.

HR Generalist (HR4)

Apex Industries | August 2012 - February 2015

Key Achievements:

- Improved employee engagement through regular feedback sessions and team-building activities.
- Successfully managed the implementation of a new HRIS system.

Responsibilities:

- Assisted in conducting performance appraisals and promotions.
- Maintained accurate and up-to-date employee records.

Education

Master of Business Administration (MBA) - Human Resources
University of Michigan - Ann Arbor | 2012

Relevant Coursework:

- Strategic Human Resource Management
- Organizational Behavior
- Labor Relations

Technical Skills

HR Systems:

- Workday
- BambooHR
- ADP Workforce Now

Productivity Tools:

- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Google Workspace (Docs, Sheets, Slides, Gmail)

Data Analysis:

- Tableau
- Power BI
- Basic SQL