

## Professional Summary

Results-driven HR leader with 10+ years of experience in Education Management, driving strategic growth, and fostering high-performing teams. Proven track record of innovative HR solutions, talent acquisition, and team management.

## Professional Experience

### Senior Director of Human Resources (HR09)

Inazuma.co | January 2020 - Present

### HR Manager (HR07)

EduPlex Inc. | June 2018 - December 2019

#### **Key Achievements:**

- Developed and implemented a diversity and inclusion program, resulting in a 30% increase in diverse hires.
- Improved employee engagement by 25% through targeted team-building initiatives.

#### **Responsibilities:**

- Managed a team of 3 HR coordinators
- Coordinated recruitment efforts for faculty and staff positions
- Administered benefits and compensation programs

### Assistant HR Manager (HR05)

Academia University | March 2015 - May 2018

#### **Key Achievements:**

- Streamlined the onboarding process, reducing time-to-hire by 40%.
- Collaborated with department heads to design and deliver training programs, enhancing employee skills by 20%.

#### **Responsibilities:**

- Supported HR operations for a staff of 200+
- Conducted new employee orientations and benefits enrollment
- Assisted with performance management and conflict resolution

### HR Coordinator (HR03)

Edify Education Group | August 2012 - February 2015

**Key Achievements:**

- Successfully coordinated large-scale recruitment events, attracting top talent.
- Maintained accurate and up-to-date HR records, ensuring 100% compliance.

**Responsibilities:**

- Provided administrative support to the HR team
- Coordinated employee events and activities
- Assisted with data entry and record-keeping

## Education

**Master of Business Administration (MBA) - HR**

Harvard University Graduate School of Business | 2012

## Technical Skills

**Management:**

- Strategic Planning
- Team Management
- Change Management

**Recruiting:**

- Talent Acquisition
- Interviewing Techniques
- Diversity and Inclusion

**Software:**

- HRIS (Workday, BambooHR)
- Microsoft Office Suite
- Google Workspace