

Professional Summary

Results-driven HR leader with 4+ years of experience in designing processes, analytics, and driving business strategy. Proven track record of fostering a culture of integrity, honesty, and teamwork, with expertise in HR policy formulation, compensation & benefits, and performance management.

Professional Experience

Senior HR Manager (HR09)

Inazuma.co | January 2020 - Present

HR Generalist (HR06)

NovaTech Inc. | June 2018 - December 2019

Key Achievements:

- Developed and implemented a new employee onboarding process, reducing time-to-productivity by 30%.
- Collaborated with the management team to design a performance management system, resulting in a 25% increase in employee engagement.

Responsibilities:

- HR Policy Administration
- Recruitment and Talent Management
- Employee Relations and Conflict Resolution

HR Coordinator (HR04)

Pinnacle Consulting | March 2016 - May 2018

Key Achievements:

- Assisted in the rollout of a new HRIS system, ensuring a seamless transition for all employees.
- Coordinated training sessions for new hires, improving the overall training satisfaction rating by 40%.

Responsibilities:

- HR Data Management
- Employee Learning & Development Support
- Administrative Assistance to the HR Team

Intern - HR Department

Apex Industries | Summer 2015

Key Achievements:

- Conducted an internship project on 'Employee Engagement Strategies,' presenting findings to the HR leadership team.

Responsibilities:

- Research Assistance
- Data Collection for HR Projects
- Observation of HR Processes

Education

Master of Business Administration (MBA) - Human Resources

University of Michigan - Ross School of Business | 2016

Relevant Coursework:

- Strategic Human Resource Management
- Organizational Behavior
- Business Analytics

Technical Skills

Productivity Software:

- Microsoft Office
- PowerPoint
- Microsoft Excel

HR Systems:

- Human Resources Information Systems (HRIS)
- SuccessFactors

HR Functions:

- HR Policy Formulation
- Compensation & Benefits
- Performance Management
- Recruiting
- Employee Engagement
- Employee Learning & Development

- HR Strategy

Soft Skills:

- Management
- Team Management
- Teamwork