

Professional Summary

Results-driven HR leader with 12+ years of experience in Industrial Relations & HR, exceling in institutionalizing organizational culture and driving business growth through strategic HR initiatives. Proven track record of enhancing employee engagement, streamlining processes, and fostering a positive work environment.

Professional Experience

Head of Human Resources (HR09)

Inazuma.co | January 2018 - Present

Senior HR Manager (HR07)

NovaTech Inc. | June 2015 - December 2017

Key Achievements:

- Developed and implemented a comprehensive employee engagement strategy, resulting in a 25% increase in employee satisfaction.
- Streamlined the recruitment process, reducing time-to-hire by 30% and cost-per-hire by 20%.

Responsibilities:

- Managed a team of HR generalists, providing guidance on HR operations and best practices.
- Collaborated with the leadership team to design and implement HR initiatives aligned with business objectives.

HR Manager (HR05)

Pinnacle Solutions | March 2012 - May 2015

Key Achievements:

- Designed and implemented a performance management system, leading to a 15% increase in employee productivity.
- Successfully negotiated a collective bargaining agreement, ensuring a 0% increase in labor costs for two years.

Responsibilities:

- Handled employee relations, grievances, and disciplinary actions, ensuring compliance with labor laws.
- Developed and conducted training programs for employees and management on HR policies and procedures.

HR Generalist (HR03)

Apex Industries | August 2009 - February 2012

Key Achievements:

- Assisted in the development of the company's first HR manual, standardizing HR practices across the organization.
- Coordinated the implementation of an HRIS system, improving data accuracy and reducing administrative tasks by 40%.

Responsibilities:

- Provided support in recruitment, onboarding, and benefits administration.
- Maintained accurate and up-to-date employee records and reports.

Education

Master of Business Administration (MBA) - Human Resources

University of Michigan - Ross School of Business | 2009

Relevant Coursework:

- Strategic HR Management
- Organizational Behavior
- Labor Relations

Technical Skills

HR Management:

- Human Resources
- Personnel Management
- Performance Appraisal
- HR Policies

Talent Management:

- Talent Acquisition
- Job Descriptions
- Deferred Compensation
- Recruiting
- Recruitments
- Screening

HR Systems & Tools:

- HRIS
- HR Consulting

Employee Engagement & Relations:

- Employee Engagement
- Employee Relations
- Sourcing
- Talent Management

Strategic HR:

- Strategic HR
- Performance Management