

## Professional Summary

Results-driven HR leader with over 15 years of experience in strategic HR, talent management, and organizational development. Proven track record of driving employee engagement, improving performance, and fostering a culture of excellence. Skilled in HRIS, payroll, and labor relations, with a strong passion for innovative HR practices.

## Professional Experience

### Senior Vice President, Human Resources (HR10)

Inazuma.co | January 2020 - Present

### Vice President, HR (HR8)

NovaTech Inc. | June 2015 - December 2019

#### Key Achievements:

- Developed and implemented a comprehensive talent management program, resulting in a 30% increase in employee retention.
- Designed and launched a company-wide employee engagement platform, boosting participation by 50%.

#### Responsibilities:

- Led the HR team in supporting 500+ employees across multiple locations.
- Partnered with the executive team to drive strategic HR initiatives.

### HR Director (HR6)

Pinnacle Group | March 2010 - May 2015

#### Key Achievements:

- Streamlined the recruitment process, reducing time-to-hire by 40%.
- Implemented a performance management system, leading to a 25% increase in employee performance ratings.

#### Responsibilities:

- Managed a team of HR generalists, providing guidance on HR policies and procedures.
- Collaborated with department heads to address employee relations issues.

### Senior HR Generalist (HR4)

Apex Corporation | January 2008 - February 2010

**Key Achievements:**

- Developed and conducted training programs, resulting in a 20% increase in employee knowledge retention.
- Assisted in the implementation of a new HRIS system, ensuring seamless data migration.

**Responsibilities:**

- Provided HR support to 200+ employees, addressing queries and resolving issues.
- Coordinated employee events and activities, fostering a positive work environment.

## Education

**Master of Business Administration (MBA) - Human Resources**

Harvard University | 2007

**Relevant Coursework:**

- Strategic HR Management
- Organizational Behavior
- Talent Management

## Technical Skills

**HR Systems:**

- HRIS (Workday, BambooHR)
- Payroll Software (ADP, Paychex)

**Recruitment Tools:**

- Applicant Tracking Systems (ATS)
- Social Media Recruitment

**Employee Engagement:**

- Employee Feedback Platforms (15Five, Lighthouse)
- Recognition Software (Bonusly, Kazoo)

**Data Analysis:**

- Microsoft Excel
- Google Analytics

**Communication:**

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