

Professional Summary

Results-driven HR professional with 10+ years of experience in talent management, leveraging expertise in Microsoft Office and Screening to drive organizational growth. Proven track record of successful team management and strategic HR initiatives.

Professional Experience

Senior HR Manager (HR09)

Inazuma.co | January 2020 - Present

HR Manager (HR07)

NovaTech Inc. | June 2018 - December 2019

Key Achievements:

- Improved employee retention by 25% through targeted engagement programs
- Streamlined recruitment process, reducing time-to-hire by 30%

Responsibilities:

- Managed a team of 3 HR coordinators
- Developed and implemented HR policies and procedures

HR Generalist (HR05)

Pinnacle Solutions | March 2015 - May 2018

Key Achievements:

- Successfully coordinated company-wide training programs, enhancing employee skills by 40%
- Assisted in the development of a diversity and inclusion strategy

Responsibilities:

- Provided support for recruitment and onboarding processes
- Maintained accurate HR records and reports

HR Assistant (HR03)

Apex Corporation | January 2012 - February 2015

Key Achievements:

- Efficiently managed employee data, ensuring 99% data accuracy

- Assisted in the planning of company events, boosting employee morale

Responsibilities:

- Coordinated travel arrangements and expense reports for executives
- Provided administrative support to the HR team

Education

Master of Business Administration (MBA) in Human Resources

Harvard University | 2012

Relevant Coursework:

- Strategic Human Resource Management
- Organizational Behavior
- Talent Management and Development

Technical Skills

Productivity Software:

- Microsoft Office (Excel, Word, PowerPoint, Outlook)

HR Management Tools:

- Workday
- BambooHR

Soft Skills:

- Management
- Screening
- Communication
- Team Leadership