

## Professional Summary

Results-driven HR leader with 12+ years of experience in Industrial Relations & HR, excelling 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