

## Professional Summary

Results-driven HR leader with 12+ years of experience in strategic HR management, team leadership, and process optimization. Proven track record of driving business growth through effective talent management, vendor partnerships, and operational excellence.

## Professional Experience

### Senior Director, Human Resources (HR09)

Inazuma.co | January 2020 - Present

### HR Manager (HR07)

NovaTech Inc. | June 2018 - December 2019

#### **Key Achievements:**

- Developed and implemented a diversity and inclusion program, resulting in a 30% increase in diverse hires.
- Streamlined recruitment processes, reducing time-to-hire by 40%.

#### **Responsibilities:**

- Managed a team of 5 HR generalists, providing coaching and guidance.
- Collaborated with senior leadership to design and implement HR strategies.

### Senior HR Generalist (HR05)

Pinnacle Solutions | March 2015 - May 2018

#### **Key Achievements:**

- Designed and delivered training programs, improving employee engagement by 25%.
- Successfully managed a company-wide restructuring, ensuring minimal disruption to operations.

#### **Responsibilities:**

- Provided HR support to a team of 50 employees, addressing queries and resolving issues.
- Assisted in the development of HR policies and procedures.

### HR Coordinator (HR03)

Apex Corporation | January 2012 - February 2015

#### **Key Achievements:**

- Improved employee onboarding process, reducing new hire turnover by 20%.
- Assisted in the implementation of a new HRIS system, ensuring seamless data migration.

**Responsibilities:**

- Coordinated recruitment efforts, scheduling interviews and managing candidate communications.
- Maintained accurate and up-to-date employee records.

## Education

**Master of Business Administration (MBA)**  
Harvard University | 2012

**Relevant Coursework:**

- Organizational Behavior
- Human Resource Management
- Strategic Management

## Technical Skills

**Business Operations:**

- Business Analysis
- Process Optimization
- Project Management

**HR Management:**

- Talent Acquisition
- Employee Engagement
- Benefits Administration

**Technology:**

- HRIS (Workday, BambooHR)
- Microsoft Office Suite
- Google Workspace

**Leadership:**

- Team Management
- Coaching and Development
- Change Management

**Vendor Management:**

- Contract Negotiation
- Supplier Relationship Management
- Procurement