

# Professional Summary

Transformational HR Leader | Strategic Culture Architect | Talent Catalyst | Driving Business Growth through People Excellence

## Professional Experience

### Head of Human Resources (HR09)

Inazuma.co | January 2020 - Present

### Senior HR Manager (HR07)

NovaTech Inc. | June 2017 - December 2019

#### Key Achievements:

- Designed and implemented a talent development program, resulting in 30% increase in employee retention.
- Led cross-functional teams to launch a company-wide diversity and inclusion initiative, enhancing workplace culture.

#### Responsibilities:

- Strategic HR planning and talent management.
- Employee engagement and relations management.

### HR Manager (HR05)

Pinnacle Solutions | March 2015 - May 2017

#### Key Achievements:

- Developed and executed a comprehensive onboarding process, reducing new hire turnover by 25%.
- Collaborated with the leadership team to design and implement a performance management system.

#### Responsibilities:

- Recruitment and talent acquisition.
- Benefits administration and compliance.

### HR Generalist (HR03)

Apex Industries | August 2012 - February 2015

#### Key Achievements:

- Assisted in the development of an employee handbook, ensuring compliance with labor laws.
- Coordinated training programs for new hires and existing staff.

**Responsibilities:**

- HR operations and administrative support.
- Employee communications and event planning.

## Education

**Master of Business Administration (MBA) - Human Resources**  
University of Michigan - Ross School of Business | 2012

**Relevant Coursework:**

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

## Technical Skills

**HR Systems:**

- Workday
- BambooHR
- ADP Workforce Now

**Productivity Tools:**

- Microsoft Office Suite
- Google Workspace
- Asana

**Data Analysis:**

- Excel
- Tableau
- Power BI