

Robert Smith

Lead Human Resource Manager

CONTACT DETAILS

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PERSONAL STATEMENT

Organized, efficient & reliable Human Resource professional with progressive hands on experience within diverse organizations from start-ups to industry leaders. Broad knowledge of HR principles & laws. Effective at building relationships at all levels within an organization to support business needs. Conscientious and resourceful adviser with a reputation for sound judgment and achieving positive results in demanding environments.

SKILLS

Human Resource
Management, Registered
Nurse, Time
Management, Computer

WORK EXPERIENCE

Lead Human Resource Manager ABC Corporation - 2011 - Present

Responsibilities:

- Promoted to fulfill a broad range of hr functions, including recruiting and training employees, administering benefits, overseeing disciplinary action and managing hr records.
- Resolved conflicts between employees and insurance carriers, coordinated health fairs to promote employee wellness and performed exit interviews.
- Trained 25-member management team on interviewing techniques and best practices, conducting workshops and one-on-one coaching sessions that contributed to sound hiring decisions.
- Co-developed companys first-ever standardized disciplinary procedures and tracking system that insulated a company from legal risk and ensured consistent and fair discipline processes.
- Devised creative and cost-effective incentive and morale-boosting programs (including special events and a tiered awards structure) that increased employee satisfaction and productivity.
- Reworked new-hire orientation program to include hr information and company resources. Fostered a teamwork/open-door environment conducive to positive dialogue across the organization.
- Instituted preferred providers list and trained managers and associates on procedures to follow in case of injury.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

VP Admin Assistant

ABC Corporation - 2007 - 2011

Responsibilities:

- Coordinated travel arrangements, maintained database and ensured the delivery of premium service to students.
- Quickly became a trusted assistant known for "can-do" attitude, flexibility and high-quality work.
- Established strong relationships to gain support and effectively achieve results.
- Helped coordinate dozens of events (average of 12 large gatherings per year) that contributed to consistently high enrollment levels.
- Provided timely, courteous and knowledgeable response to information requests; screened and transferred calls; and prepared executive staff meeting itineraries.

- Co-developed comprehensive, 60-page training manual that enabled faster ramp-up for newly hired support staff.
- Developed innovative powerpoint presentation used by the office of admissions to market executive support programs to potential students.

Education

Bachelor Of Science in Business Administration/Human Resources -
(OTTAWA UNIVERSITY - Ottawa, ON)