

Name

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Any City, State 11111

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## SUMMARY OF QUALIFICATIONS

Results-oriented human resources business partner with proven expertise in talent acquisition and organizational improvement to achieve desired business results. Self-starter with the ability to increase productivity, cut costs, and solve problems in rapidly changing environments.

## CAREER HIGHLIGHTS

**CONFIDENTIAL**, Consultant

2005 – 2006

Providing human resources consulting services, on a contract basis, for two companies. These services include developing new hire documentation, employee handbooks, policy manuals, job descriptions, benefits offerings, compensation systems and assisting with the recruitment of new employees.

**COMPANY**, Small Town, NY

1992 – 2005

**Director of Human Resources**

(2000 – 2005)

Reported to the Senior V.P. of Human Resources and the Senior V.P. Managed all human resources business partner functions for the \$100M, 2,000+ employee business unit.

- Aligned business partner goals and initiatives with the business objectives, resulting in significantly reduced overhead, higher profit margins, improved customer satisfaction, and more responsive technical call center.
- Provided leadership and support for key strategic Corporate Human Resources initiatives, including SAP business transformation, employee culture survey, leadership development, web-based performance management (PMP) system and centralized talent acquisition.
- Directed the Human Resources Team in the successful management effort to close six centers affecting 250+ employees in multiple states.
- Managed the successful acquisition of a large competitor utilizing a comprehensive set of cultural integration, communication, compensation and benefits conversion processes.
- Implemented improved recruiting processes, which resulted in a 20% decrease in cost-per-hire.
- Developed unique relocation policies and retention strategies.

**Senior Human Resources Manager**

(1992 – 1998)

- Managed timely and cost-effective hiring of 200 to 300 exempt and non-exempt associates per year to support 20%-30% increases in production demands. Initiated candidate screening and testing programs to significantly increase the quality of hires at all levels in the organization.
- Implemented a cost structure re-design and vendor re-alignment of temporary workforce of 200, which decreased labor costs.

**COMPANY**, Springfield, MA

1988 – 1992

Manufacturing company in commercial and defense electronics with annual revenues of \$50M and 500 employees at multiple locations.

**Manager of Compensation, Benefits & HRIS**

(1990 – 1992)

- Developed and implemented a three to five year corporate benefits re-design strategy. This resulted in improved benefits coverage, increased employee satisfaction and realized annual savings of \$60,000+ for the Corporation.
- Designed and installed Corporate-wide performance management, salary administration and reporting systems for multiple locations.
- Initiated and led project to redesign 401(k) Plan. Implemented new 401(k) Plan design and improved communications processes, which resulted in a 30% increase in the participation rate.

**Human Resources Manager**

(1988 – 1990)

- Partnered with Operations Manager to redesign overall organizational structure to achieve the operational and strategic objectives.
- Selected by senior management team to design the Company's first reduction-in-force. Plan was successfully implemented and met financial objectives.

**COMPANY** - Closed, MA

1973 – 1988

Held a variety of human resources, training and development positions with increasing levels of responsibility.

**EDUCATION AND CERTIFICATION**

BS, Education, School Name & State

Certificate in Human Resource Management, State of NH

**PROFESSIONAL DEVELOPMENT AND ASSOCIATION AFFILIATIONS**

Society of Human Resource Management (SHRM)

New England Human Resources Association (NEHRA)

American Society of Training and Development (ASTD)