

RESUME SAMPLE

HUMAN RESOURCES PROFESSIONAL

Solutions-focused, self-motivated Human Resources Professional with a comprehensive background in xxxxxxxxxxxxxxxxxxxxxxxxxxxx and training. xxxxxxxxxxxxxxxxxxxxxxxxxxxx for building xxxxxxxxxxxxxxxxxxxxxxxx with all levels of employees, ranging from support staff to C-level executives. Highly versatile; quickly masters new roles, responsibilities, xxxxxxxxxxxxxxxx and xxxxxxxxxxxxxxxx. Reputation for integrity, work ethic and dedication.

CORE COMPETENCIES

Labor & Employee Relations • xxxxxxxxx • Compensation/xxxxxxx • Compliance
xxxxxxx • Presentations • xxxxxxxxx • Benefits Administration • xxxxxxxxx
Full Life-Cycle Recruitment • xxxxxxxxx • Creative Problem Solving • xxxxxxxxx

PROFESSIONAL EXPERIENCE

Director of Human Resources (2000-Present)

Maximize human resource performance for xxxxxxxxxxxxxxxxxxxxxxxxxxxx. Conduct comprehensive review and analysis of daily xxxxxxxxxxxxxxxxxxxxxxxxxxxx. Direct HR policy design and administration, recruitment, diversity, equal opportunity employment, xxxxxxxxxxxxxxxxxxxxxxxxxxxx. Contributed broad knowledge of HR operations toward proficiently xxxxxxxxxxxxxxxxxxxxxxxxxxxx.

Selected Highlights:

- Proficiently provided xxxxxxxxxxxxxxxxxxxxxxxxxxxx and a Telco software company with xxxxxxxxxxxxxxxxxxxxxxxxxxxx.
- xxxxxxxxxxxxxxxxxxxxxxxxxxxx at SaaS software company with a product suite of accounting solutions for the mid-sized company market.
- Actively contributed to business growth by xxxxxxxxxxxxxxxxxxxxxxxxxxxx to fill key positions.
- Stayed abreast of xxxxxxxxxxxxxxxxxxxxxxxxxxxx effectively negotiate benefits renewal with broker, which expanded company's benefits without increasing costs.

Claria Corporation, Redwood City, CA

Vice President of Human Resources (1999-2000)

Facilitated the development of human resources initiatives xxxxxxxxxxxxxxxxxxxxxxxxxxxx of approximately 200 employees. Maximized staff performance by strategically directing cross-functional training as well as establishing a collaborative teamwork environment. Proactively xxxxxxxxxxxxxxxxxxxxxxxxxxxx, including compensation, workforce planning, legal compliance, and employee misconduct.

Selected Highlights:

- Designed, developed and implemented xxxxxxxxxxxxxxxxxxxxxxxxxxxx to boost productivity and efficiency.
- Collaborated with staff to create a successful HR operating plan, xxxxxxxxxxxxxxxxxxxxxxxxxxxx to Investors/Board of Directors.

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