

Street Address
City, State Zip

NAME, CHRP
name@name.com

Home: 000 000 0000
Mobile: 000 000 0000

HUMAN RESOURCES PROFESSIONAL

Award-winning and versatile Certified Human Resources Professional (CHRP) with 10 years of expertise strengthening human resources for teams around the globe. Strong understanding of recruitment, staffing, immigration, mergers, acquisitions, onboarding, training, performance management, compensation, and benefits. Known as a resourceful team player who excels in challenging environments.

- Captured significant savings and improved availability of benefits through tremendous success negotiating 0% increases in benefits premiums for two consecutive years; industry averages 14% increases annually.
 - Recognized for success transforming underperforming teams; reinvented human resources strategies and resolved issues in critical areas such as recruitment, performance management, and compensation.
 - Earned first-of-its-kind “Going the Extra Mile Award” for leadership in consistently promoting customer service for global company with 900+ employees.
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CORE COMPETENCIES

Human Resources ♦ Recruitment ♦ Interviewing ♦ Hiring ♦ Training & Development
Team Leadership ♦ Team Motivation ♦ Employee Benefits ♦ Payroll ♦ Mergers & Acquisitions
Reductions in Force ♦ Facilitation ♦ Compliance ♦ Budgets ♦ Immigration Requirements

EXPERIENCE

COMPANY, LLC, City, State 2008–2009
North America’s largest organizer of consumer remodeling, home décor, and gardening shows.

Director, Human Resources

Recruited by former officer of acquired company dmg world media to transition human resources operations. Directed team leading full range of human resources functions, including payroll, recruiting, and benefits, for locations in the United States and Canada. Partnered with senior management to deploy innovative long-term human resources solutions. Allocated \$1.5 million budget, aligning financial resources with business objectives.

- Instrumental contributor to success of human resources transition during acquisition of dmg world media; ensured seamless changeover by establishing bank accounts, payroll systems, benefits plans, and other critical systems in only 30 days.
- Selected to direct recruitment strategies from concept to completion, developing overall workforce planning and presenting recommendations approved by senior management.
- Strengthened business operations by creating and deploying performance management tools, including new compensation strategies incorporating new pay grades and bonus and commission structures.
- Launched comprehensive benefits program, including group retirement and 401(k) plans, throughout locations in the United States and Canada; traveled to 12+ offices in North America to facilitate launch.

COMPANY, City, State 2003–2008
Organizers of exhibitions, trade shows, events, and conferences spanning 15 industries in 25 countries.

Human Resources Manager, North American (2006–2008); Human Resources Advisor (2003–2006)

Directed five-person team overseeing human resources for North American locations, managing \$2.3 million budget. Developed comprehensive hiring strategy to attract talent, including increasing web presence.

Available for Relocation

Improved employee performance by developing comprehensive training program deployed in six locations. Chaired pension committees.

- Captured significant savings through tremendous success negotiating 0% increase in benefits premiums for two consecutive years; industry averaged 14% increases annually.
- Quickly promoted into roles of increasing responsibility; joined company to manage one division and within 18 months earned promotions to manage five divisions and human resources covering 60% of workforce.
- Recognized for exceptional contributions promoting customer service, earning the prestigious "Going the Extra Mile Award."
- Designed 40-person reduction in force, establishing protocols for downsizing announcements in multiple locations; 100% of employees executed liability releases and no lawsuits were filed against the company.

COMPANY, City, State

2001–2003

Top provider of nutritional and skin care products in 15+ countries around the world.

Human Resources Generalist

Managed all human resources issues, serving as primary human resources contact for employees globally. Spearheaded initiatives that improved recruitment, talent assessment, training and development, performance management, retention, employee satisfaction, compensation procedures, and staffing. Significantly improved productivity by establishing best practices for payroll, performance metrics, and other policies, bringing congruity to procedures across teams.

- Decreased potential liabilities by ensuring compliance with employment laws, including handling complaints of discrimination and harassment.

COMPANY, City, State

1999–2001

Internet hosting firm providing software solutions; company dissolved in 2001.

Human Resources Coordinator

Controlled multiple aspects of human resources, including recruitment, performance and disciplinary actions, and payroll. Also introduced stock option plan as element of compensation structure.

- Led seamless transition of HRIS/payroll systems from ADP to Ceridian Systems.

EDUCATION & CERTIFICATION

CERTIFICATE IN HUMAN RESOURCES MANAGEMENT: Humber College of Applied Arts & Technology, City, State

CERTIFIED HUMAN RESOURCES PROFESSIONAL (CHRP), Human Resources Professionals Association

CERTIFICATION: HUMAN RESOURCES GENERALIST PROGRAM, Society for Human Resource Management

CERTIFICATION: INTERNATIONAL HUMAN RESOURCES MANAGEMENT, Society for Human Resource Management

CERTIFICATION: INTERVIEWING & SELECTING EXCEPTIONAL PEOPLE, MICA Management

AFFILIATIONS

Human Resources Professionals Association (HRPA), Member

- Annual Conference Chairperson (2005, 2006, 2007)

Society of Human Resource Management (SHRM), Member

TECHNICAL SKILLS

ADP Pay Expert, ADP PC for Windows, Ceridian in-Sync, Microsoft Office (Word, Excel, Outlook)

Available for Relocation