

NAME

Address • City, State Zip
Phone Number • E-mail Address

SENIOR HUMAN RESOURCE MANAGER

Visionary human resources subject matter expert, with a wealth of hands-on experience partnering with management to formulate and implement key HR strategies, business restructuring and change management projects to further organizational goals and create competitive advantage. Agile strategic analyst / planner, innovative problem solver and critical thinker with superb time management abilities and drive to surpass expectations. Results oriented, with exceptional communication, interpersonal and collaborative teamwork skills with all levels of staff, management and diverse stakeholders. Talented in team building, negotiation, employee relations and conflict resolution. Focused decision-maker, adept at managing priorities in demanding and fast-paced environments.

CORE COMPETENCIES

International Human Resource (HR) Management • Organizational Development & Restructuring
Change Management • Organisational Alignment • Leadership Development • Succession Planning
Compensation & Benefits • Employment Law/Regulatory Compliance • Staff Development & Training
Mergers & Acquisitions • Policy/Procedure Development & Enforcement • Budgets & Cost Control
Communication • Stakeholder Relationship Management • Negotiation & Conflict Resolution

PROFESSIONAL EXPERIENCE

COMPANY, Location • 2007 to Present

Global aerospace defense company, a leading provider of avionics and information technology systems / services to governmental agencies and aircraft manufacturers.

Regional HR Manager / Business Partner, Simulation & Training Solutions Business Unit

Direct all facets of HR operations for a workforce of 1,300 employees at 20 locations in 3 countries, in alignment with all enterprise goals and strategies. Administer a \$350K+ budget and supervise a team of 6 professionals in 3 states. Develop and implement HR programs as well as policies and procedures, in close collaboration with regional leaders. Concurrently act as strategic business partner to the Vice President and General Manager of the \$380M business unit. Contribute to executive business unit strategic planning and decision making, participate as a key member of merger / acquisition teams and lead integration of newly acquired businesses.

- Realized annual savings in excess of \$50M by utilizing lean principles to eliminate waste in numerous HR processes.
- Improved communication and strengthened team culture by designing, launching and facilitating highly effective leadership development programs.
- Enhanced public perception by developing community relations programs and partnerships, working with an annual PR budget of \$60K.

COMPANY, Location • 2005 to 2007

Small HR consulting firm, with 10 consultants and related support staff.

Lead Consultant

Furnished expert HR advice, program development and training to diverse commercial, non-profit and government organizations, primarily in the area of affirmative action.

- Collaborated with up to 3 clients simultaneously, successfully delivering comprehensive individualized programs, including benefits analysis, compensation plans, retention programs, leadership development and HRIS training.

COMPANY, Location • 2003 to 2004

Market leader in mission-critical information systems and technologies to the U.S. government and allied nations around the world.

Human Resources Manager

Stayed on temporarily at management request to successfully head the smooth integration of COMPANY (see 1999 to 2003, below) into the new parent company.

COMPANY, Location • 1999 to 2003

Computer Network Design & Systems integration company, acquired by above company in 2003.

Human Resources Manager

Performed all Human Resource Department operations, including the interview / hiring process, compensation, benefits and leave administration, employee orientation, motivation, evaluations, discipline, complaint investigations and conflict resolution. Conducted full cycle recruiting; developed and updated job descriptions. Formulated and enforced personnel policies and safety procedures. Ensured compliance with all employment-related laws and regulations.

- Successfully handled all HR functions in alignment with enterprise strategies, maintaining a culture of high performance during a period of rapid growth, from 140 employees to 400.
- Recognized for a stellar record of 100% no cause determinations on EEOC complaints, due to in-depth knowledge and expert guidance.
- Drafted, implemented and administered comprehensive company plans for affirmative action and disaster recovery.
- Managed 2 OFCCP audits, meeting all requirements on both occasions.

COMPANY, Location • 1997 to 1999

Major US subsidiary of a British defense and aerospace company.

Senior Human Resources Generalist

Contributed, as a key team member, to the development and execution of all HR programs and functions for a workforce of 1,100 personnel.

- Led team projects to identify and implement enhanced employee engagement strategies, which resulted in 4% improvement in staff retention.
- Achieved swift promotion to Senior HR Generalist within only 1 year of employment.

Additional Experience (details on request):

Director of Finance & Administration, COMPANY, City, State

EDUCATION / AFFILIATIONS

Bachelor of Arts, Business Management (in progress)

2014 Graduation Anticipated

University, Location

Society for Human Resource Management (SHRM), Member