

HR PROFESSIONAL RESUME

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PROFESSIONAL SUMMARY

Strategic HR Business Partner with 8+ years of experience driving organizational excellence through talent acquisition, employee engagement, and performance management initiatives. Proven track record of reducing turnover by 35%, improving time-to-hire by 40%, and implementing HRIS systems that increased operational efficiency by 50%. Expert in full-cycle recruiting, compensation & benefits, employee relations, and compliance management.

PROFESSIONAL EXPERIENCE

Senior HR Business Partner

GlobalTech Solutions

Jan 2020 – Present

New York, NY

- Partner with C-suite executives and department heads across 500+ employee organization to align HR strategies with business objectives, resulting in 28% improvement in employee engagement scores (from 68 to 87)
- Led comprehensive talent acquisition strategy that reduced average time-to-hire from 45 to 27 days while improving quality-of-hire metrics by 35% through structured behavioral interviewing and assessment tools
- Spearheaded implementation of Workday HRIS system for organization of 500+ employees, achieving 95% user adoption within first quarter and reducing HR administrative tasks by 50%
- Designed and executed performance management framework including goal-setting, continuous feedback, and development planning, increasing performance review completion rate from 72% to 98%

HR Generalist

InnovateCorp Inc.

Mar 2018 – Dec 2019

New York, NY

- Managed full-cycle recruitment for 80+ positions annually across multiple departments, achieving 92% offer acceptance rate and reducing cost-per-hire by 25% through enhanced sourcing strategies
- Conducted 200+ employee relations investigations and resolved workplace conflicts, maintaining 100% compliance with federal and state employment laws (EEOC, FMLA, ADA, FLSA)
- Administered employee benefits programs for 300+ employees including health insurance, 401(k), and wellness initiatives, achieving 98% enrollment satisfaction rating

KEY HR INITIATIVES & PROJECTS

Diversity, Equity & Inclusion Program Launch

2022 – 2023

- Designed and implemented company-wide DEI strategy including unconscious bias training, diverse slate recruiting, and employee resource groups, resulting in 45% increase in diverse hires and 25% improvement in inclusion index scores

Employee Wellness & Mental Health Initiative

2021

- Launched comprehensive wellness program including EAP expansion, mental health days, and stress management workshops, contributing to 22% reduction in absenteeism and 30% increase in benefit utilization

EDUCATION

Master of Science in Human Resource Management

Cornell University, School of Industrial and Labor Relations

Sep 2014 – May 2016

Ithaca, NY

- GPA: 3.9/4.0 | Honors: Dean's List | Concentration: Talent Management and Organizational Behavior

Bachelor of Arts in Psychology

New York University

Sep 2010 – May 2014

New York, NY

- GPA: 3.7/4.0 | Minor: Business Administration

CORE COMPETENCIES & CERTIFICATIONS

HR Expertise: Talent Acquisition & Retention, Performance Management, Compensation & Benefits, Employee Relations, Organizational Development, Change Management, Workforce Planning, Succession Planning
Compliance & Legal: EEOC, FMLA, ADA, FLSA, OSHA, COBRA, ERISA, Title VII, NLRA, Multi-State Employment Law

HRIS & Technology: Workday, BambooHR, ADP, Greenhouse, Lever, LinkedIn Recruiter, Namely, SAP SuccessFactors

Certifications: SHRM-SCP (Senior Certified Professional), PHR (Professional in Human Resources), Certified Diversity Professional (CDP), HRCI Certification