





# CLIENT'S NAME

Director of Human Resources Business Partner

 Torrance, California 97239  
 123.456.7890  
 rpwmail@rpwmail.com  
 LinkedIn URL

## QUALIFICATIONS PROFILE

Highly accomplished and goal-oriented human resources leader and strategic business partner with a proven track record of delivering positive results across different companies and key clients worldwide. Adept at developing effective HR solutions for significant improvement in organizational efficiency, productivity, and profitability. Expert at establishing high-performing teams, mobilizing talents, and authorizing works on a global scale. Committed to achieving organizational excellence, employee engagement, and talent retention. Known for the ability to build solid relationships with all levels of stakeholders toward unified goals and objectives. Bilingual in English and Spanish.

## AREAS OF EXPERTISE

*Strategic Planning and Execution*  
*Organizational Leadership*  
*Staff Training and Development*  
*Program Design and Implementation*  
*Policy Development*  
*Employee Engagement*

*Change Management*  
*Workforce/Succession Planning*  
*Data Analytics*  
*Cross-functional Collaboration*  
*Continuous Process Improvement*  
*Risk Identification and Mitigation*

## PROFESSIONAL EXPERIENCE

COMPANY NAME, CITY, STATE

### HR Director, People Business Partner: 2020–2023

- Conducted one-on-one meetings with managers on a weekly basis to facilitate individualized coaching, establish professional growth objectives, and address performance obstacles.
- Developed innovative tools for managing data across 11 business divisions, including interactive dashboards, real-time metrics, KPI tracking, and comprehensive reporting systems, to produce data-driven decisions.
- Worked closely with different client groups including business-to-business (B2B), business-to-consumer (B2C), and advertising and media sales, as well as B2B product, data strategy, marketing, and customer experience.
- Assisted in planning the transition from remote to onsite work for employees to ensure readiness for the lift of COVID-19 restrictions.

### Notable Accomplishments

- Earned a promotion to director of Operations, providing strategic leadership to 9 business divisions with over 100 employees and 9 direct reports toward the attainment of \$15.8M annual revenue.
- Exceeded net income goals by 137% and produced exceptional results in 2023 by applying lean manufacturing principles and optimizing individual and team performance.
- Drove innovation and excellent operational results by cultivating a culture of inclusion, engagement, and continuous improvement within the workplace, resulting in an 11.3% increase in revenue growth.





### HR Manager, People Business Partner: 2012–2020

- Formulated strategic HR solutions to support various areas of the organization including organizational structure, workflow planning, performance management, talent acquisition and development, employee engagement and relations, labor management, compensation, and benefits.
- Effectively allocated and maximized the use of a \$46K HR budget and resources, positively impacting training, development, workplace safety, and employee engagement programs

### Notable Accomplishment

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- Developed a comprehensive, scalable human resources (HR) infrastructure that included policies, procedures, and compensation programs, cultivating a culture of high performance and driving \$6.5M to \$15M growth.

## EARLIER CAREER

COMPANY NAME, CITY, STATE

**Manager, Talent Acquisition**

COMPANY NAME, CITY, STATE

**Market Manager | Senior Recruiter**

## EDUCATION

**Bachelor of Arts in English, Minor in Communications** – Rutgers University, New Brunswick, NJ

## CERTIFICATIONS

**Senior Professional in Human Resources (SPHR®)** – Human Resources Certification Institute (HRCI): 2013–2016

**Society for Human Resource Management Certified Professional** – SHRM

**Professional in Human Resources** – The Human Resources Certification Institute

**Scrum Master** – Six Sigma Global Institute

## TECHNICAL ACUMEN

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) | Microsoft Teams  
Microsoft SharePoint | Microsoft Forms | Asana | Workday Kronos | Kenexa | PeopleSoft  
Lawson | eVerify | viEval | Chrome River | Carpe Diem | Ceridian | Concordance Software  
DocuSign | Infinium HR | AS400 | Claris | iManage | WorkSite | FileSite | ImageNow