

Janet Doe, SHRM-CP
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Human Resources, Operations & Talent Acquisition Professional

SUMMARY

Experienced individual with over 15 years of delivering seamless business and talent driven excellence seeks opportunity to bring these solid attributes and proficiencies. Detailed oriented professional with excellent planning, organizational and motivational skills and a proven leader recognized for fostering and nurturing long-term and lasting relationships.

COMPETENCIES

Business Development	Organizational Development	Recruitment
Peoplesoft	Executive Presentations	Team Leadership
Workforce Analytics (HRIS)	Project Management	Training
Financial Reporting	MS Office, Excel, Powerpoint, Word	Relationship Building
Payroll & Compensation	Workforce Planning	Employment Branding

EDUCATION AND PROFESSIONAL CREDENTIALS

Master of Science in Human Resources

Fordham University, New York, NY 2006

Project Management Masters Certification

George Washington University, New York, NY 2005

Bachelor of Science in Business Administration

New York University, New York, NY 2003

Society of Human Resources Management Certified Professional (SHRM-CP)

2017

WORK EXPERIENCE

Manager, Organizational Development, Corporate

2001-Present

Big Communications Inc., New York, USA

Directed initiatives of employment branding, succession planning, staffing, sourcing, university and college hire recruitment and developed key relationships with diversity organizations, human resource business partners, and senior management.

Key Accomplishments:

- Collaborated with senior management to create internal and external recruitment strategy.
 - Created and implemented hiring policies and procedures, to support the company's long-term growth and expansion, paternity leave, work-life balance programs, and diversity initiatives.
 - Conducted wage survey within labor market in order to determine competitive wage rate.
 - University / College campus recruitment - led the Big Communications Inc. internship program for three years, recruited over 1200 interns across various disciplines.
 - Planned and executed employee development conferences, retreats, and training programs.
 - Reporting analyst, generated reports from HRIS system, designed and developed key metrics for executive presentations.

- Led recruitment for both corporate and field employees, interviewed and selected employees to be reviewed by hiring managers.
- Researched and maintained a database of candidates sourced from a combination of career fairs, job postings, internal and external referrals.
- Project managed the development of a global web based professional, talent network platform resulting in the reduction of 3 distinct platforms into 1, awarded the HR Transformation of Excellence Award.
- Coached managers with employee performance appraisals; partnered with management to develop employee improvement plans.
 - Prepared employee status change forms and employee letters for Hires, Promotions, Transfers, and Terminations.
 - Prepared and processed all employee personnel documentation and workforce analysis reports.
 - Assisted supervisors in identifying and resolving personnel problems, thus enhancing a productive work environment.
 - Conducted exit interviews to determine reasons behind separations.
 - Prepared reports and recommended procedures to increase retention.
 - Demonstrated effective leadership skills and encouraged teamwork to achieve organization's goals.
 - Strong, flexible, and creative problem solving and decision making skills.
- Employment Branding – executed 17 – 20 reputational surveys resulting in the Top 50 ranking for Fortune 500, Working Mother, Diversity Inc., and Veteran initiatives.
 - Implemented and project managed marketing campaigns, video shoots, copy edits and press release announcements.
 - Published new employee announcements through employee on-line newsletter.
- Managed expense budget of \$6M.

Manager, Business Operations Support, New York, NY

Supervised a team of five managers and created a program management office supporting the vice president of business development. Managed a portfolio of 20-30 business initiatives with a target implementation budget of **\$5.8M** and led project teams in collecting and analyzing information for documenting IT requirements to ensure accurate and successful timely development of products and services.

System Analyst / IT Technical Lead Specialist, New York, NY

Organized and led project teams in collecting and analyzing information for documenting IT requirements to ensure accurate and successful timely development of products/services.