

CLIENT NAME, SPHR, SHRM-SCP

Address: Torrance, California 12345 Mobile: 123.456.7890 Email: rpwmail@gmail.com

CHIEF HUMAN RESOURCES OFFICER

QUALIFICATIONS PROFILE

Innovative, employee-oriented, and results-driven executive, with global experience in human resources operations, business development, and regulatory compliance.

- ☑ **Hands-on director** with proven adeptness in creating and implementing organizational policies and procedures, successful programs; and initiatives to optimize operational efficiency, boost employee performance, and maintain healthy employer-employee relations.
- ☑ **Effective leader**, with well-honed mentoring capabilities and effectiveness in connecting with employees, building strong relationships, and fostering an environment of trust and transparency.
- ☑ **Articulate communicator**, skilled at establishing strong, collaborative partnerships with clients, decision-makers, and business partners.

AREAS OF EXPERTISE

*Employee Support and Engagement | Cost Optimization and Resource Allocation | Payroll and HRIS Management
Recruitment Cycle Oversight | Organizational Planning and Development | Culture Building and Improvement*

PROFESSIONAL EXPERIENCE

COMPANY NAME | LOCATION

Director, Human Resources

01/2024–Present

- ☐ Manage the benefits renewal, while providing strategic recommendations for future plans based on leadership input, market trends, and comprehensive cost analysis.
- ☐ Facilitate interviews and output related to communication practices to improve organizational transparency and employee engagement.
- ☐ Organize and proactively attend Compensation Committee meetings to discuss insights on compensation trends, policies, and recommendations.
- ☐ Oversee the full recruitment lifecycle, from sourcing and interviewing candidates to onboarding and offboarding new hires.

Key Highlight

- ✓ Led the company-wide implementation of peer groups and compensation strategies.

COMPANY NAME | LOCATION

Director | Consultant, Human Resources

08/2023–01/2024

- ☐ Directed all HR operations for a 50-person R&D organization, including benefits open enrollment, recruitment, onboarding, terminations, compensation management, and employee engagement initiatives, while delivering executive-level presentations, such as a comprehensive executive committee offsite and compensation committee materials.
- ☐ Served as a trusted advisor to the Leadership Team and employees, providing hands-on and strategic input, insight, and advice on people-related issues.
- ☐ Assumed responsibility for the year-end compensation review cycle in collaboration with a senior compensation consultant, including the preparation of materials for the Compensation Committee.
- ☐ Arranged monthly training sessions for managers and team members, with a focus on leadership development, performance management, and HR best practices for recruiting and interviewing prospective candidates.
- ☐ Provided guidance to the CEO's administrator in human resources functions.

COMPANY NAME | LOCATION

Associate Director, Human Resources

02/2022–05/2023

- ☐ Held accountability for a comprehensive range of HR operations, including employee relations, training and development, talent acquisition, compensation initiatives, and performance management.

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- ☐ Collaborated with Life Science Cares to drive community engagement, while serving as project leader, committee member, and volunteer for various initiatives, such as the “Month of Service” committee and the “Mini Golf for Good” fundraising event.
- ☐ Managed the collection and submission of compensation data for the annual survey, alongside completing various other external surveys to ensure competitive compensation practices.
- ☐ Administered the immigration process from talent acquisition through onboarding, as well as coordinated with legal counsel to ensure compliance and smooth processing of work visas and employment authorization.
- ☐ Keenly assessed and developed appropriate HR compliance tools and processes.

Key Highlights

- ✓ Took charge of sourcing and launching a new leadership training initiative (LifeLabs Manager Core Training) and implemented an HR training platform, while engaging third-party experts to deliver in-depth on-site training on anti-harassment and employment laws.
- ✓ Selected and executed the Culture Amp, set to be rolled out in 2023, to improve employee performance tracking and organizational development.
- ✓ Supervised the full-cycle reduction in force (RIF) process, effectively overseeing the transition and communication for 30% of the workforce.

COMPANY NAME | LOCATION

Senior Human Resources Manager

07/2020–01/2022

- ☐ Provided oversight to a broad spectrum of HR functions, including leaves of absence, HR and compliance training, immigration, and benefits management (plan design, policy development, implementation, and inquiry triage).
- ☐ Proactively participated in the Mirati Gives Committee, focusing on advancing D&I initiatives and community outreach programs.
- ☐ Steered HR inspection readiness efforts in coordination with Quality Assurance, Regulatory Affairs, and other key internal stakeholders.
- ☐ Served on the Compensation Administration Team to expedite compensation processes, perform market benchmarking using Radford, and establish compensation guidelines in alignment with SOX compliance.
- ☐ Planned and enforced various HR policies, including the employee handbook, volunteer time off, bereavement policies, and COVID-19 stipends.

Key Highlights

- ✓ Made major contributions in all stages of talent acquisition and retention, serving a key role in the company’s growth from 13 to over 500 employees in six years, while maintaining a low employee turnover rate.

Human Resources Associate and Executive Assistant

09/2013–04/2016

- ☐ Effectively carried out all aspects of HR, such as talent acquisition and management (for non-executive roles), compensation and benefits, performance management, compliance, and employee engagement and relations.
- ☐ Facilitated the recruitment process, from sourcing, screening, and interviewing to hiring and onboarding new employees.
- ☐ Aided in organizational planning and development initiatives as an active member of the Stock Option, Safety, and Events Planning committees.

EARLIER CAREER

COMPANY NAME | LOCATION

Executive Assistant, 9 Years and 6 Months

CERTIFICATIONS

SHRM Senior Certified Professional (SHRM-SCP) | Society for Human Resource Management (SHRM)
Senior Professional in Human Resources (SPHR) | HR Certification Institute (HRCI)