

CLIENT NAME, SPHR

Address: Torrance, California • Mobile: 123.456.7890 • Email: rpwsample@mail.com

~ CHIEF PEOPLE OFFICER | CHIEF HUMAN RESOURCES OFFICER ~

QUALIFICATIONS PROFILE

Accomplished and employee-focused senior professional, with extensive experience in driving HR excellence aligned with the organization's mission, vision, and goals.

Recognized for proven adeptness in overseeing the selection, implementation, and maintenance of HRIS and other HR technology solutions to streamline HR processes, improve data accuracy, and support data-driven decision-making. Expert at coaching and managing staff to achieve shared goals and objectives, while spearheading strategic initiatives and optimizing the recruiting process to ensure sufficient staffing levels across various organizations. Competent at promoting strategic business partnerships; boosting HR efficiencies; and providing progressive consultative support to executive leadership and stakeholders. *Technically proficient with HRIS technologies.*

AREAS OF EXPERTISE

Acquisition and Divestiture Due Diligence | Diversity, Equity, and Inclusion Strategy Execution | Payroll Administration Workforce and Succession Planning | Collective and Interest-based Bargaining | Staff Recognition Program Creation Talent Acquisition and Retention | Key Performance Metrics Monitoring | Human Resource Operations Coordination Organizational Leadership and Team Building | Policy Development and Execution | Cost Optimization

PROFESSIONAL EXPERIENCE

COMPANY NAME | City, State

Global Head, Human Resources

Nov 2020–Present

- Supervise a global team of more than 45 employees in human resources and talent acquisition.
- Serve as a member of the board of directors, responsible for developing and executing the people strategy for a group of agencies and brands.
- Enhance the existing systems, processes, and infrastructure to better support both the company's business objectives and its people strategies.
- Design and implement comprehensive company-wide personnel policies and services aimed at improving organizational performance in accordance with the company's objectives.
- Mitigate legal risks for the organization by ensuring compliance with federal, state, and local regulations about employment matters.
- Lead the creation and execution of global HR programs, including performance management, succession planning, and employee development initiatives.
- Partner with senior management to synchronize HR initiatives with business objectives, cultivate employee engagement, and propel talent management strategies.
- Spearheaded global HR projects, including HR system implementations, harmonizing HR processes, and devising global talent acquisition strategies.

COMPANY NAME | City, State

Vice President, Human Resources

Jul 2019–Nov 2020

- Managed the HR business partner support and strategy for more than 2,200 employees across global operations.
- Report directly to the chief human resources officer (CHRO) with a dotted line reporting to the president of the Global Operations Division.
- Exhibited exceptional interpersonal skills in working with diverse professionals, including:
 - Senior executives to develop and execute HR strategies to boost talent, structure, processes, and culture;
 - Management team to create processes and initiatives that foster engagement and motivation among employees across all levels of the organization; and
 - Managers to efficiently deal with performance gaps as well as provide coaching on organizational challenges and work together to devise effective solutions.

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- Handled all facets of talent and performance management, employee relations, rewards and recognition, as well as organizational and staff development.
- Guided management on resource and headcount planning, leveraging data-driven insights to enhance efficiencies across teams.
- Provided coaching, development, and management for a team comprising HR managers, coordinators, and specialists.
- Served as an internal consultant to leaders and managers, offering coaching and guidance on various organizational and change-related matters.
- Established strong relationships with other HR functions, including training and development, recruiting, compensation, and benefits to drive relevant programs and initiatives.

Career Highlights:

- ✓ Drove change by encouraging leaders to explore alternative solutions influencing a high-performance culture.
- ✓ Led the company-wide diversity, equity, and inclusion initiatives, as well as the annual talent review process, encompassing talent assessment, succession planning, and development planning.

COMPANY NAME | City, State

Director, Human Resources

Jun 2018–Jun 2019

- Delivered HR business partner support and strategy to over 900 corporate-level employees on a global scale, primarily focusing on the Information Services as well as Accounting and Finance departments.
- Reported directly to the CHRO, with dotted-line reporting to the CIO and CFO, while collaborating with their respective leadership teams to devise HR strategies and provide daily assistance to teams in both the United States and India.
- Headed a team of HR professionals located in the US and India, which includes senior leadership and HR business partners.
- Designed and executed organizational development plans, including curriculum selection and facilitation planning tailored for emerging managers and high-potential employees.

Career Highlights:

- ✓ Effectively merged international HR procedures and platforms, strategic planning, and administration for Medline's operations in India.
- ✓ Drove the initiative to expedite the talent planning processes across international teams.
- ✓ Oversaw various post-acquisition due diligence processes and facilitated the integration of new employees and systems.
- ✓ Launched and spearheaded a comprehensive organization-wide approach to diversity and inclusion aimed at guiding, developing, and retaining talent.

COMPANY NAME | City, State

Corporate Director, Human Resources

Jun 2013–May 2018

- Interacted directly with the vice president of HR, with a dotted line reporting relationship to the executive vice president of HR.
- Assisted all employees, ranging from entry-level staff to senior management and C-suite executives.
- Directed and executed the global corporate HR functions, including integrating multiple large-scale acquisitions and managing a divestiture.
- Worked with the CEO to develop and execute a corporate career development and succession planning initiative, along with a long-term growth program.
- Established relationships and contracts with internal recruiters and staffing agencies.
- Partnered with management to comprehend issues related to employee engagement and culture development, and offered leadership support and strategic planning in response.

Career Highlights:

- ✓ Offered strategic and tactical support as an HR business partner to more than 800 corporate-level employees across Information Services, Marketing, Inventory Management, Real Estate, Legal, and Accounting and Finance departments, focusing on employee relations and engagement, performance

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management, organizational development, recruitment, and strategic planning for the entire corporate HR function.

- ✓ Steered significant restructuring efforts within the Information Services and Accounting and Finance departments, involving reductions and outsourcing initiatives.
- ✓ Made key contributions to the launch, implementation, rollout, and training of a new global performance evaluation tool.
- ✓ Launched and piloted an employee resource group focused on retention and support initiatives for women in corporate positions.
- ✓ *Developed HR strategy and cost-saving measures for the managed services transition of transactional and commodity skill roles within the Finance and Information Services departments.*

EARLIER CAREER

COMPANY NAME | City, State

Managing Director, Human Resources

COMPANY NAME | City, State

Manager of Recruitment, Staffing, and Credentials

EDUCATION

Master of Science in Business Communication and Public Service Management

University Name | City, State

Bachelor of Arts in Political Science

University Name | City, State

PROFESSIONAL DEVELOPMENT

Senior Professional in Human Resources (SPHR) Certified

Human Resources Certification Institute (HRCI)