

FNAME LNAME

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MANAGER / DIRECTOR OF HUMAN RESOURCES

Accomplished Human Resources Executive poised to contribute a unique blend of leadership in Human Resources, Accounting and Management. Propensity to regard human capital as an investment, and Human Resources as a Strategic Business Partner. Takes a pro-active long-range approach to human resource planning and training. Skilled change agent, a pragmatic problem solver, with strong organizational and multi-tasking skills. Superior talent for analyzing HR metrics, creating reports and presentations, and working across all management levels to craft job descriptions and determine recruiting methods that yield outstanding results. Exceptional interpersonal communicator, both oral and written. Proficient in MS Word, Excel, PowerPoint, and multiple HRIS software packages.

“Fname served as a trusted advisor to the CEO and management team to ensure a culture of authentic communication, respect and adherence to high ethical standards in support of our business, operational and service objectives...It is without reservation that I recommend Fname Lname to you...I feel he would be a tremendous asset in any company, as he was for Pacific Manufacturing”

-Cris Kopple, President, Pacific Manufacturing, La Porte, Texas-

CORE COMPETENCIES

- ◆ Affirmative Action
- ◆ Employee Relations/Mediation
- ◆ Performance Development
- ◆ Recruitment Programs
- ◆ Training/Orientation
- ◆ Employee Handbooks
- ◆ EEOC/NLRB Regulations
- ◆ Program Development
- ◆ Performance Reviews
- ◆ Staffing Requirements
- ◆ Strategic Planning
- ◆ HRIS System Upgrades
- ◆ Employee Relations/Morale
- ◆ Labor Relations
- ◆ Pre-Employment Screening
- ◆ State/Federal Regulations
- ◆ Succession Planning
- ◆ Policy Manuals

KEY ACCOMPLISHMENTS

- ✓ Counseled with reluctant company executives and gained the trust necessary to elevate the fledgling Human Resources department to that of a key player on the executive management team while at Pacific Manufacturing. The newly functioning department was then able to contribute to and support the corporate mission of growing the company to sell in five to seven years.
- ✓ Recognized by Pacific’s president as a rare commodity by being both “human” and a “resource.”
- ✓ Accomplished a 66% reduction in Arkanza’s workforce without legal ramifications or disruption of company operations.
- ✓ Significantly reduced the number of Pacific’s employee relations issues; resolved existing EEOC and NLRB cases and educated managers/supervisors in proper procedures.

PROFESSIONAL EXPERIENCE

Pacific Manufacturing, Inc., Columbia, Maryland

2005 – 2009

HR DIRECTOR / VP HUMAN RESOURCES

- ◆ Recruited to develop, implement and direct a full range of human resources functions for a private-equity backed industrial services company with revenues of over \$210 million and 1,000 employees operating in 30 states.
- ◆ Challenged with upgrading the immature HR function to become a key member of the executive management team. Liaised with company executives to gain their trust and confidence, developed strategic plans in line with corporate goals and was promoted to VP of Human Resources.
- ◆ Promoted corporate mission of growing the company to sell in five to seven years by hiring/training and retaining highly talented management and operations staff that contributed to strong and sustainable financial growth, achieving \$250 million in revenue by 2008, while increasing employee headcount by 900.
- ◆ Developed and implemented improvements to benefit packages, upgraded life insurance plans, updated and improved the 401(k) and kept the total benefit cost under budget.

(PACIFIC MANUFACTURING, CONTINUED)

- ◆ Contributed in the acquisition and integration of two new companies that added over \$60 million in annual revenue. Spearheaded the team providing orientation for the new employees.
- ◆ Acted as a resource to the legal staff during the sale of the company.

Arkansa Corporation, Baltimore, Maryland

2000 – 2005

HR DIRECTOR / VP HUMAN RESOURCES

- ◆ Charged with the creation, implementation and management of the Human Resources function for a high-tech web hosting company.
- ◆ Created job descriptions, compensation structures and benefit packages.
- ◆ Created a new performance review process; trained the management team in the review process.
- ◆ Developed recruiting programs with hiring incentives, orientation/training programs and succession planning strategies.
- ◆ Authored employee handbooks, managed employee relations and morale.
- ◆ Counseled and acted as a sounding board for executives and key professionals, developed a strong rapport with managers.
- ◆ Managed the downsizing and eventual layoff of 66% of the workforce during the industry downturn, without legal ramifications or disruption of company operations.

SUMMARY OF PREVIOUS EMPLOYMENT

*Smith, Jones & Marwick, **Realtors**, 1997 – 2000*

*Combination Systems, **Assistant Human Resources Director**, 1997*

*Marsden Mortgage Company, **Regional Manager Human Resources**, 1989 – 1997*

EDUCATION

Bachelor of Science, Business Administration / Accounting

University of Atlanta, Atlanta Maryland

Graduate, General Electric's Financial Management Program

Atlanta, Maryland

Completed SHRM's Certification Training Class, Will sit for SPHR Certification in 2010

University of Atlanta, Atlanta County, Atlanta Maryland

CERTIFICATIONS / AWARDS / PROFESSIONAL AFFILIATIONS

Member, Society for Human Resource Management