|  |  |  |
| --- | --- | --- |
| **Contact info** |  | [name] |
| EMAIL  PHONE NUMBER  LINKEDIN URL   |  | | --- | | **Summary**  Strategic HR Manager with more than nine years of experience in scaling HR functions in high-growth companies. Expertise in talent acquisition, employee relations, compliance, and HRIS implementation. Adept at developing data-driven people strategies that boost engagement and retention. | | SKILLS   * **Talent management:** Designing career frameworks, succession plans, HiPo programs, and running performance cycles with manager coaching. * **DEI program development:** Inclusive hiring practices, ERG support, pay equity reviews, leadership training, and tracking DEI KPIs. * **HRIS:** System configuration, workflow automation, reporting dashboards, data governance, and integrations * **ATS:** Pipeline design, structured interviews, scheduling and coordination, scorecard calibration, and offer management * **Change management:** Org design support, stakeholder mapping, communication plans, training, and adoption tracking. * **Data analysis:** Turnover and retention analysis, hiring funnel metrics, engagement insights, compliance reporting, and translating findings into actions. * **Employee engagement:** Survey design, action planning, recognition programs, manager enablement, and eNPS improvement. | |  | |  | | --- | | **PROFESSIONAL Experience**  HR MANAGER [Company Name], [City, State] Dates From – To   * Reduced employee turnover by 28% by redesigning onboarding and feedback loops. * Implemented BambooHR for ~300 employees, improving reporting accuracy and compliance tracking. * Launched DEI hiring initiatives that increased underrepresented group hires by 35% in 18 months. * Partnered with line leaders to standardize performance cycles and manager coaching. * Established HR dashboards to track attrition, time to hire, and employee relations case trends.   HR GENERALIST  [Company Name], [City, State] Dates From – To  * Supported 250+ employees across three locations, acting as first point of contact for HR queries. * Coordinated performance review cycles and managed annual engagement surveys. * Investigated and resolved 25+ employee relations cases with 100% legal compliance. * Maintained HRIS records and personnel files with high data integrity. * Assisted payroll preparation by reconciling employee data and resolving discrepancies. | | **Education** [Degree/DIPLOMA, e.g., BACHELOR OF ARTS IN HUMAN RESOURCES MANAGEMENT][School], [CITY, STATE] [Month/Year] - [Month/Year]   * **Relevant coursework:** Workforce Planning, Learning and Development, HR Analytics and HRIS, Organizational Behavior and Design, Change Management and Communications, DEI Strategy, HR Project Management, Leadership Development | | **CERTIFICATIONS**  **AIHR’S HR MANAGER CERTIFICATE PROGRAM (CP)**   * Specialized in strategic workforce planning, data-driven decision-making, and leadership capabilities. | |

[A screenshot of a cellphone

Description automatically generated](https://www.aihr.com/platform/?utm_source=resource&utm_medium=resource&utm_campaign=templates&utm_content=templates)