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| **Contact info** |  | [name] |
| EMAILPHONE NUMBERLINKEDIN URL

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| **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.
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| **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.
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| **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
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| **CERTIFICATIONS****AIHR’S HR MANAGER CERTIFICATE PROGRAM (CP)*** Specialized in strategic workforce planning, data-driven decision-making, and leadership capabilities.
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