

City, State, Zip
Email
Phone

Sample #3

NAME

SR. HUMAN RESOURCES GENERALIST

STRATEGIC PLANNING · CONFLICT RESOLUTION · EXTERNAL COMPLIANCE

Accomplished executive and strategic business partner, skilled in building cohesive organizational strategies, and human resources initiatives. Results driven, expertise in developing high standards of performance and projected outcomes. Recipient of Outstanding Management Award in 2015, 2016.

Specific areas of expertise include:

- Employee/Labor Relations
- Human Resources Planning
- Compensation/Benefits
- Health, Safety, DOT Compliance
- HRIS/PeopleSoft
- EEOC/OFCCP/AAP Compliance
- Project Management
- Conflict Resolution

PROFESSIONAL EXPERIENCE

MAJOR TELECOM CORP.	City, State	1994 – 2017
<i>\$7B global leader in communications and information services with 10M+ customers/26,000 employees</i>		
Director, Human Resources	(2001 – 2017)	
Manager, Human Resources	(1999 – 2001)	
Staff Supervisor, Human Resources	(1996 – 1999)	

Directed full range of HR functions for 2,500+ employees in 8 locations of 4-state region. Provided direction, advice and counsel to all levels of executive and line management. Extensively involved in employee relations, labor relations, employment and regulatory issues, and wage and benefit plan administration. Managed \$1M budget and 7 direct / 40 indirect reports. Reported to VP HR.

Operations:

- Coached line and executive management in best practices, resulting in improved employee relations, 22% reduction in employment litigation and minimal grievance activity.
- Created and implemented succession planning and performance-management strategy resulting in more timely and relevant feedback to 2,500+ employees and 23% increase in productivity in 15 months.

Mergers & reorganizations:

- Directed all HR activities for 3 business-unit reorganizations and staffing alignments over 2-year period that involved 900 employees in 3 states. Directed completion of all legal requirements and counseled employees on outplacement services, benefit plans, severance payments and retirement options, resulting in smooth transitions with zero litigation.
- Successfully led transition effort to acclimate new, post-merger employees on wage and benefit plans, company policies, and overall mission and goals; exceeded first-year employee relations goals 12%.

NAME

Page 2

PROFESSIONAL EXPERIENCE (cont)

MAJOR TELECOM CORP.

Labor relations:

- Key team participant in proposal development and successful negotiations of \$78M collective bargaining agreements on revolving 2- or 3-year expiration basis with no work stoppages. All union contracts were settled within budgeted wage and benefit guidelines.
- Provided leadership in successful decertification of labor unions in 2 locations, resulting in 34% reduction of annual labor costs. Counseled management in maintenance of union-free environments in 4 divisions/3 states.

BIGGER TELECOM CORP.

Los Angeles, CA

1994-1996

Personnel Administrator

Managed employment, compensation, labor relations, benefits/pension administration, payroll and EEO compliance for 300+ employees. Relocated regional staff and families to new headquarters 400 miles away from original site.

EDUCATION

BS: Business Administration, State University, City, State

CERTIFICATIONS

Senior Professional in Human Resources (SPHR)
Society for Human Resource Management (SHRM)

PROFESSIONAL AFFILIATIONS

Society for Human Resource Management (SHRM)
American Management Association
United Way Board Member