

# HUMAN RESOURCE EXEC

email@email.com

Street Address + City, State zip

h: xxx-xxx-xxxx + c: xxx-xxx-xxxx

---

## QUALIFICATIONS

---

Results-driven Human Resources Executive with 9 years' experience developing and executing initiatives that meet corporate goals. Effectively delivers strategies that reduce turnover, increase productivity and loyalty, and strengthen the applicant pool. Experience administrating large-scale, international HR operations for Fortune 500 companies in diverse industries. Proficient in Microsoft Office, PeopleSoft, HTML, and Visio.

- |                          |                           |                      |
|--------------------------|---------------------------|----------------------|
| + Management Training    | + Salary Administration   | + Recruiting         |
| + Employee Retention     | + Benefits Administration | + Payroll Management |
| + Performance Management | + Collective Bargaining   | + Union Relations    |

---

## SELECTED ACCOMPLISHMENTS

---

### AutoSales:

- Cut turnover from 60% to industry-leading 41.9% by increasing hiring accountability, refining new-hire orientation process, and setting clear expectations for 30 and 60 days from hire.
- Increased employee 401k participation from 15% to 45% in accordance with established corporate goals by through employee education process.
- Created system of clear benchmarks and monthly goals to quickly identify advancement potential or need for development plans for 26 thousand associates and managers.
- Improved employee loyalty and productivity by implementing hiring processes with barriers for entry, including interviews with at least 4 managers, to select candidates for persistence and drive.

### Arris:

- Received Professional Excellence Award from Society for Human Resources Management for conceping and implementing innovative and goal-oriented human resource strategies, 2002.
- Increased accountability of hiring practices while improving efficiency and fairness by implementing requisition-based corporate hiring process.
- Managed reduction planning, negotiations, and employee notifications during company restructuring from 5 thousand to 1 thousand employees over 2 years.
- In response to changing economic conditions, identified new benefits vendors and programs and facilitated transitions to maximize employees' benefits options while managing company costs.

---

## PROFESSIONAL EXPERIENCE

---

AUTOSALES, City, ST

2006-Present

*World's largest automotive retailer with \$19 billion annual revenue and 331 franchises across 16 states.*

### **Human Resources Manager**

- Provide HR leadership for 60 dealerships across 13 states by coordinating and allocating resources through 11 direct reports to drive execution of various initiatives.
- Maximize each associate and technician's earning potential by right-sizing each dealership based on three-month forecasting and budget analysis.
- Created electronic application system to increase efficiency of candidate selection while identifying the strongest candidates.
- Design and manage staffing model for each store based on forecasting, predictive indexes, and aligning candidates with best-fit opportunities.

## PROFESSIONAL EXPERIENCE (CONTINUED)

AUTONATION (*Continued*)

- Coordinate and deliver HR training to store-level management and associates on issues such as union avoidance, sexual harassment, and performance.
- Manage and resolve employee relation issues and assist legal counsel on employment claims involving discrimination and harassment by conducting internal investigations.
- Ensure compliance with Department of Labor laws and regulations such as OFCCP, wage and hour, and OSHA.
- Ensure the efficient implementation of staffing and recruiting procedures including mass hiring, college recruitment, assessment center, key management recruiting, HR planning, and EEO.

ZARRIS, City, ST

2000-2006

*A billion-dollar telecommunications design and manufacturing company with 1,500 employees.***Director of Human Resources** (2003-2006)**Staffing Manager** (2000-2003)

- Recruited to head worldwide staffing organization with broad oversight of Human Resource functions during major industry and corporate changes.
- Generated cost savings and improved accessibility by transitioning benefits meetings to webcasts.
- Spearheaded paperless recruiting process to eliminate new-hire paperwork worldwide.
- Performed geographic analysis to determine salary increases for employees in Amsterdam, UK, Ireland, Australia, Germany, Latin America, Canada, and Japan.
- Led due diligence for corporate acquisitions and mergers.
- Recruited and placed employees to address technical and sales needs worldwide (USA, Amsterdam, UK, Ireland, Australia, Germany, Latin America, Canada, Japan).
- Established STAR Award Program to recognize employees for exceptional performance.
- Created labor and salary grades based on government requirements and maintained compliance with all regulatory agencies and Sarbanes-Oxley regulations.

SOURCE, INC., City, ST

2000

*Recruiting firm specializing in IT placements; one of the fastest growing privately held U.S. companies.***Sales Account Manager**

- Expanded territorial sales 300% by networking in technology community, identifying potential clients, and building relationships with recruiters and hiring managers.
- Consistently exceeded all weekly and monthly goals for profitability and volume.
- Implemented training courses for new recruiters and current employees.
- Negotiated and implemented service contract and business partnership agreements.

## EDUCATION

STATE UNIVERSITY, City, ST

**Bachelor of Science in Public Relations**, 1999

## CERTIFICATIONS

- PeopleSoft Certified (HR Processing for End User and Recruit Workforce) , 2001-2005
- AIRS (Alliance of Information and Referral Systems) Certified, 2002