

CANDIDATE NAME CHRL

Address:

Email:

Phone Cell:

Phone Home:

A strategic, innovative **Human Resources Leader** with more than 15 years experience. Part of the Executive team with proven experience in fast paced, agile environments, with the ability to lead and motivate employees. Areas of expertise include:

- Strategy & Planning
- Employee Relations
- People Operations
- Talent Acquisition & Development
- Coaching & Mentoring
- Change Management
- Compensation & Benefits

PROFESSIONAL EXPERIENCE

COMPANY A

2010 – Present

Director, Human Resources

Reporting to the CHRO, responsible for design, development and implementation of strategic and operational initiatives to support the company's strategic HR direction

- Acted as a trusted advisor to all levels of the organization, providing advice of matters ranging from employee relations to organizational development to change management
- Designed effective compensation structure including market research, benchmarking, and best practices, allowing the organization to attract and retain key talent in a competitive recruitment market
- Led a thorough review of the Learning and Development program
- Tracked key HR metrics identifying trends and areas of concern and opportunity for workforce planning
- Led a team of HR professionals to ensure effective workforce planning, staffing and performance management throughout the organization

COMPANY B

2007 – 2010

Senior Manager, Human Resources

Reporting to the CFO, led strategic HR initiatives

- Led and facilitated change management initiatives, performance management, recruitment, compensation and benefits analysis/ administration, succession planning, employee relations, legal and procedural compliance, job evaluation, employee development and conflict resolution initiatives
- Provided coaching and advice to senior management on leadership development and culture
- Managed the administration and alignment of HR programs

COMPANY C

2002-2007

Manager, Human Resources

Drafted and revised HR policies, procedures, practices for approximately 100 employees and implemented strategies to improve operational standards and increase efficiency

- Coordinated the full cycle recruitment process, including job analysis, role descriptions, screening, reference checking and job offers
- Developed and implemented health and safety programmes including process, procedure, policy, documentation, communication, training and investigation
- Managed operations and administrative services including IT, administrative staff, facilities management

EDUCATION

Certified Human Resources Professional (CHRL)

Human Resources Management Certificate Ryerson University

Bachelor of Arts, Psychology University of Toronto

PROFESSIONAL AFFILIATIONS AND COMMUNITY SERVICE

Professional Membership – Society for Human Resource Management

Certified Human Resources Professional – Human Resources Professional Association