

# Client's Name

555 Client Street, Resume Town, NY 11521

408-555-1212

email@nowhere.com

## **PROFILE**

Driven, senior level HR VP and business planning strategist eager to apply 15+ years in setting the backbone and direction for HR in technical environments as well as compensation, workforce and business direction toward a position with a progressive company interested in maximizing business objectives:

- Excel at developing recruitment, development and compensation strategies that draw and retain management and technical talent as well as ensure appropriate staffing levels for daily operations and rapid growth initiatives.
- Expert in training management teams and executing task force programs for union avoidance, successfully maintaining non union status despite constant labor union aggression.
- Partner with CEO and other executive staff in developing holistic and tactical solutions for key business strategies.
- Adept at Benefits, Compensation, Labor Relations, EEOC, FMLA, HRIS, diversity, legal analysis/representation, and U.S. multi-state and international laws governing employment practices.
- Bilingual in English/Spanish, with over 8 years of experience in international labor negotiations.

## **KEY ACHIEVEMENTS**

- Successfully delivered Frog Extreme Growth Initiative by aggressively recruiting specialized technical domestic and international workforce by 20% per year for increased matching revenue growth of 20% per year.
- Established HR Information Systems (HRIS) to support rapid employee population growth at StreetFusion.
- Implemented employee lifecycle programs that matched emerging culture/assimilation factors to business values and goals.
- Re-engineered Informix Latin American compensation matrixes for 8 countries to reduce payroll expenses while installing new incentives, salary reviews, QABs, MBOs and quotas.
- Chaired Alternative Work Environment task force for real estate reductions and installed new Business Center concept.
- Chaired MCI task force which successfully maintained a union-free environment.
- Instituted new performance benchmarks for the MCI Business Markets organization.
- Negotiated and led the divestiture of one POS Systems operating division, placed all affected employees, resolved pending litigations, and recouped \$ 2.2 million in inventory costs.

## **PROFESSIONAL EXPERIENCE**

COMPANY NAME – Location – **Vice President Human Resources** 2001-2006

- Designed and drove the evolution of the Frog culture and created a compelling workplace that supported enterprise values through development and implementation of the frog global HR strategic plan and creation of Employer Choice mantra.
- Coached and developed regional HR generalists, established global Performance Management (ownership) process, and provided oversight to ensure appropriate talent and levels were developed for current and future organizational needs.
- Strategized holistic HR solutions through collaborative partnerships with HR Center of Expertise (CoE) leaders.
- Counseled and provided business direction to stakeholders at all levels on a variety of employee relations issues.
- Utilize current and emerging web technology to assure the effective operations of HR processes around the world
- Spearheaded and aggressively recruited specialized workforce of Media and Technology Designers and Engineers to deliver the Extreme Growth Initiative.

COMPANY NAME – location – **Vice President Human Resources** 2000-2001

- Contributed as a senior management executive partner responsible for the Human Resources backbone.
- Successfully built and managed the Human Resources entity to include human resource strategies that support the overall business strategy and annual operating plan.
- Established all programs, standards, policies and processes for regulatory compliance (EEO, federal and multi-state) and enhancement of employee growth and productivity to create a company that remains an "Employer of Choice."
- Advised and consulted in human capital and workplace issues, created and directed the Performance Management ownership/employee development program, and facilitated management training supporting competency development programs.
- Supplied senior management team training in Organization Design and Development in the areas of organization structure, job design, team development and organizational change.

COMPANY NAME – location – **Vice President Human Resources** 1999-2000

- Served as key member of the Executive Management Committee and coached Executives and Managers on in a various areas such as Organization Development models.
- Implemented tools and processes that ensured comprehensive recruiting strategies to support aggressive growth goals of the company to enable StreetFusion as an employer of distinction (and for acquisition).
- Led a collaborative 4 member HR team in the establishment and execution of HRIS for smooth transactions of confidential HR information management and storage to support rapid employee population growth.
- Implemented employee lifecycle programs supporting diversity and inclusion during high assimilation rates into existing culture.
- Developed comprehensive compensation and benefit packages for competitive advantage.

COMPANY NAME – location – **Vice President Human Resources** 1998-1999

- Established the HR organization supporting globally disbursed E-Commerce services provided to major clients including Barnes & Noble, Levis, Chrysler, Blockbuster, Home Depot, Gap and others.
- Created the HR organization from planning to hiring corporate Staffing/Training & Development/Compensation Managers and field office HR Managers.
- Installed HR technologies such as PEOPLESOFT v7.5, On line 401K Administration, Healthfare medical -benefits online enrollment, and Cyber Recruiting, as well as created virtual HR systems.
- Managed the \$MM dollar budget and was responsible for all planning, program design/improvement and reporting.
- Liased with CEO, President and Corporate Vice Presidents as HRM partner in building global infrastructure, policy development, and coaching for stakeholder executives.
- Architected reorganization of corporate into a regional corporate structure for rapid domestic and international growth and Pre-IPO status.
- Participated as a member of the Mergers & acquisitions team.

#### PRIOR POSITION HIGHLIGHTS:

- Company Name, **Director Human Resources West Hemisphere**, 1997-1998: Managed global HR of this massive regional organization supporting 7 Senior Vice Presidents and 1350 Sales Reps, Engineers, and Finance professionals with the assistance of 6 HR Generalists, meeting all unique needs of international geography and position Informix competitively as an employer of choice within multiple markets and cultures.
- Company Name, **Regional Employee Relations Manager**, 1995-1997: Delivered extensive management training programs and policies that facilitated employee retention including compensation/incentive programs and other necessary steps to deliver and retain critical resources.
- Company Name, **Direct Human Resources**, 1994-1995
- Company Name, **Vice President Human Resources & Organization Development**, 1991-1994
- Company Name, **Director, Human Resources**, 1987-1991

### **PROFESSIONAL DEVELOPMENT**

School Name University Law / Business School, Master of Business Administration in Finance

School Name, Bachelor of Business Administration and Economics

#### *Certifications:*

- Train the Trainer
- Myers-Briggs Personality Typing
- Covey Seven Habits of Highly Effective people
- People Skills for Individual Contributors & Managers
- Towers-Perrin Competency Based & Behavioral Interviewing
- Managing Productivity Through Change Process & Reorganization
- Personnel Decisions Feedback Profiler for Executives
- The Road to Success \*Performance Management
- Managing Within the Law

### **PUBLICATIONS/SPEAKING ENGAGEMENTS**

Name of Business Magazine, Feature Story

Associate Guest Lecturer, Location

### **PROFESSIONAL ASSOCIATIONS**

Chairman, Name of Organization

Lifetime Member, APT

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Date

Hiring Agent Name

Title

Company Name

Address

City/State/Zip Code

Dear \_\_\_\_\_:

I am seeking a challenging career opportunity in a senior level VP or HR Director capacity with your company, and am submitting my resume for your review. In advance, thank you for your time and consideration.

As demonstrated in the accompanying resume, my professional qualifications include over 15 years of extensive experience in business strategy for organizations in the midst of huge transitions domestically and internationally. Managing such transition projects requires strong knowledge and ability to grow employee bases rapidly to match the rate of business growth. In this capacity, I quickly become a confidant to CEOs, and provide Executive Coaching to all levels based on modern thinking and new approaches in management, as well as excellent legal background and employee psychology/behavioral skills. This is complemented by an outstanding record of redesign of infrastructures and visionary leadership for outstanding results in every instance, including playing an integral role to positioning [company name] and [company name] as employers of distinction and [company name] for sale/acquisition.

I am an expert in designing, planning and installing internal policies and systems that cover all contingencies for each employer involving recruiting, training and motivating human resources for exceptional performance and retention. My expertise resides in team building within large and geographically disbursed corporations and my daily responsibilities include everything from meeting with executive management to strategically plan organizational direction to recruiting, hiring and developing HR staff. Therefore, I am adept at managing teams of Recruiters, Compensation Managers and HR Generalist staff while formulating and implementing internal process improvements designed to increase the flexibility and professional standing of the entire organization.

My exceptional ability to manage effectively was garnered by placing specific focus on defining and executing policies and procedures that establish crucial management and planning systems. I have installed these policies through research and analysis of existing systems, and then creating best practice solutions that resolve problematic and complex issues. I've not only matched growth cycles but also instituted policies that required retraining of management in techniques to empower employees and create loyalty and accountability. These types of program improvements ensure optimal operations, revenue growth, loyal customers and significantly increased profitability.

As an employer, you will find me to be a driven team player committed to supporting you in achieving your objectives. I am confident I will be a valuable asset to your firm and look forward to interviewing with you in the near future.

Sincerely,

Client Name