

Name

Headlines

Location | Email | LinkedIn Url | Cell

OBJECTIVE

3-5 Sentences explaining your background and experience, accomplishments with specific KPI or ROI, and what kind of role you are pursuing. Relay any soft skill or technical skills not listed on your resume.

WORK EXPERIENCE

Company Name | Location

April 2019- Present

Title

- 3-7 bullet points with unique actions and outcomes beginning with a strong action verb
- Ex: Provide HR business partner support to the IT department with employee population over 500
- Manage and oversee recruitment process for internal and external hiring needs
- Execute talent management strategy and organizational design and structure
- Manage annual People budget of \$60,000,000

Company Name | Location

March 2017- April 2019

Title

March 2018- April 2019

- 3-7 bullet points with unique actions and outcomes beginning with a strong action verb
- Ex: Partnered with senior leadership on recruitment, compensation, onboarding, learning and development, retention and engagement strategies
- Organized operational people review (OPR) cycle and analyzed data related to adherent and non adherent promotions
- Maintained 25 open requisitions, conducted behavioral based interviews, and consistently met 45 days to fill SLA

Title

March 2017- March 2018

- 3-5 bullet points with unique actions and outcomes beginning with a strong action verb
- Ex: Executive Recruiting lead supporting C-Suite Executives in Commercial Support functions for U.S. and Canada
- Sourced on LinkedIn Recruiter to identify and interview executive level talent in Director, Senior Director and VP level roles for the organization in Sales, Marketing, IT, Procurement, Legal and Communications

Company Name | Location

August 2013- March 2017

Title

- 3-7 bullet points with unique actions and outcomes beginning with a strong action verb
- Ex: Conducted technical and behavioral based interviews for positions including Software Developers, Project Managers, Business Analysts, BI resources, and HR professionals
- Managed an SAP hiring project and hired over 22 SAP resources in a four month timeframe
- Created supplier scorecard criteria and cost savings strategy for contingent workforce team resulting in over \$640,000 savings annually
- Consulted with Legal and Procurement on Master Service Agreements, international law, and ACA regulations

EDUCATION

School

Highest Degree Earned or Attended

Any honors or scholarships

***If you have a masters degree, also include your bachelors degree.**

***If you have under 5 years of work experience, move your education up, right below your Objective**

Please omit the year that you graduated unless you are a recent graduate within the last 5 years.

LEADERSHIP AND VOLUNTEER EXPERIENCE

Fundraising or Volunteering

Ex: Girls On The Run Practice Partner and St. Jude Hero

Sorority or Fraternity Member

Clubs or Organizations

Nominations