

RESUME SAMPLE, PHR, CCP, SHRM-CP

City, State | 555.555.1212 | resumesample@gmail.com

EXECUTIVE PROFILE » SENIOR NON-PROFIT HR EXECUTIVE

Driving HR Transformation & Strategy in the Nation's Largest Women's Rights Non-Profit for 15+ Years

CHANGE MANAGEMENT • COMPENSATION, BENEFITS & COMPLIANCE • EMPLOYEE ENGAGEMENT • CULTURE BUILDING

Catalyst for HR innovation with a passion and talent for building strong, positive relationships at all levels of an organization. Offers proven experience in all phases and facets of human resources program design, deployment and optimization. Builds high-performing accountable teams and successfully advises and/or manages complex negotiations and integration for reductions-in-force, labor unions, and mergers & acquisitions.

Executive Qualifications Include:

- ▶ Total Rewards & Employee Recognition
- ▶ Human Resources Compliance
- ▶ Vendor Management & Negotiations
- ▶ Talent Acquisition & Recruitment
- ▶ Employee & Labor Relations
- ▶ HR Due Diligence / M&A Integration
- ▶ Strengths-Based Leadership
- ▶ Team Building & Mentorship

HUMAN RESOURCES LEADERSHIP EXPERIENCE

NAME OF ORGANIZATION, City, State

Year – Present

Progressively Senior HR Roles During a Period of Explosive Growth, from 250 to 800 Employees in 10 Years, the first organization of its kind to be established in North America

Vice President, HR Operations (Year – Present)

Vice President, HR (Year – Year)

- HR leader managing as many as 7 staff members in administration and design of HRIS, compensation, benefits and compliance. Instrumental in ongoing HR transformation from multiple legacy, paper-based system to a full implementation of Workday.
- Key member of the strategic HR leadership team guiding the organization through extensive change and expansion. Served as Interim Head of HR for five months during transition in the role.
- Over the course of a three-year tenure in the VP role, managed the full range of HR functions, including recruitment, talent acquisition and labor relations, rapidly scaling and responding to change in the growing organization.

Key Contributions

- ▶ **COMPENSATION & REWARDS:** Driving force behind implementation and adoption of innovative total rewards solutions, collaborating with the executive team, senior counsel, and labor & employment stakeholders to align comp/ben programs to overall organizational goals.
- ▶ **HR TRANSFORMATION:** HR lead for HR/IT projects with extensive impact on employee experience and self-service capacity, namely Intranet overhaul and Workday implementation, an 18-month phased rollout effort.
- ▶ **BENEFITS MANAGEMENT:** Established strong and positive relationships with benefits vendors and brokers, and initiated periodic partnership evaluations to ensure ongoing strategic alignment and competitive pricing.
- ▶ **LEADING & MANAGING CHANGE:** Managed change during acquisition and integration of 60-employee non-profit in Florida. Coached managers through talking points and best practices, and worked directly with employees to gain consensus around shared vision and mission to minimize resistance.
- ▶ **RESTRUCTURING:** Led multiple reduction-in-force and role alignment initiatives. Impact included an entire union of peace officers, one of the first divisions implemented by the founders 150 years ago, as well as several layoffs over a 2-year period, aimed at streamlining and compressing the organization.
- ▶ **PERFORMANCE MANAGEMENT:** Partnered with external consultant in development of new performance management system and governance. Led focus groups, collaborated with department heads and executive management in system design, and advocated for integration of benchmarked best practices.

NAME OF ORGANIZATION, City, State

...Continued...

Director, Compensation & Benefits (Year – Year)

Assistant Director, Compensation & Benefits (Year – Year)

Manager, Compensation & Benefits (Year – Year)

Led and managed all strategic and employee-facing programs impacting compensation, benefits, and recognition for a partially unionized, nationwide workforce.

Key Contributions

- ▶ **MARKET INTELLIGENCE:** Conducted first full compensation review in over 10 years. Chartered 8-month exhaustive market analysis, role assessment, and salary grading exercise, a complex initiative requiring extensive relationship/consensus building across the organization.
- ▶ **EMPLOYEE ENGAGEMENT:** Co-led design, development and socialization of brand new employee rewards and recognition program for both union and non-union employees. Key components included extremely well-received Angel Award, along with other program rewards and incentives.
- ▶ **COMPLIANCE:** Ensured compliance with all federal/state laws governing compensation and benefit offerings, including but not limited to: Affordable Care, FMLA, COBRA, and wage/hour regulations.
- ▶ **COMPENSATION DESIGN:** Spearheaded design of rewards and compensation structure for the growing organization. Engaged employees and managers in productive dialogue around their goals and challenges.

Manager, Employee Relations & Compensation (Year – Year)

Compensation & Benefits Analyst (Year – Year)

Managed execution of all benefits actions and administered benefits programs. Plan design included group medical, dental, short-term/long-term disability, pet insurance, life insurance, flexible spending, 401(k), and leave/PTO plans.

Key Contributions

- ▶ **PROGRAM DESIGN:** Continually evaluated and benchmarked rewards programs against non-profit and for-profit best practices as part of the organization’s strategic goal to attract and retain high caliber talent while managing salary expense.
- ▶ **ORGANIZATIONAL ALIGNMENT:** Owned maintenance and ongoing revision of salary structure, e.g. salary grades and pay practices, with full accountability for compliance to regulatory and internal governance.
- ▶ **DECISION DRIVING ANALYSIS:** Performed internal/external salary surveys, job analyses, reclassification evaluations, and exempt/non-exempt determinations, and presented findings/recommendations to senior management.

PREVIOUS ROLE: HR Assistant (Year – Year)

EDUCATION & CERTIFICATIONS

UNIVERSITY, City, State (Year)

Bachelor of Arts (BA), Psychology

SOCIETY FOR HUMAN RESOURCE MANAGEMENT – SHRM (Year)

SHRM Certified Professional (SHRM-CP)

WORLD AT WORK, THE TOTAL REWARDS ASSOCIATION (Year)

Certified Compensation Professional (CCP)

HUMAN RESOURCES CERTIFICATION INSTITUTE (Year)

Professional in Human Resources (PHR)