

HR Business Partner

ROBERT SMITH

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Objective

Diplomatic, objective Human Resources professional with 15+ years (Employee Relations, Performance Management, Coaching and Counseling, Vendor Management/Relations, Training, Recruitment, HRIS, Payroll, Benefits, Compensation) of HR experience dedicated to promoting a positive, productive work environment for management and staff. Experience working in complex environments which require a high degree of confidentiality, discretion and diplomacy.

Skills

Fieldglass, Workday, PeopleSoft Human Resources, Lotus Notes, EVerify. Microsoft Office.

Work Experience

HR Business Partner

ABC Corporation - April 2015 - February 2016

- Provided guidance and analysis in regards to Human Resources policy and procedure for 800+ employees aligned with the Health Integrated Management Team.
- Delivered HR expertise in the areas of people strategies, talent planning, performance management, compensation, investigations, resolution of employee relations issues, and management and administration of all HR policies.
- Served as a strategic advisor and partner to the civil commercial group and health account clients on the firms People Model, HR programs, policies, and people issues and provide HR support in the areas of people model activities, career management, employee relations and retention, employee motivation, people initiatives, organizational policies, and compensation.
- Collaborated and integrated service delivery with HR enterprise counterparts to ensure consistency in philosophies and alignment with business goals and provide career management guidance and one-on-one counseling in the areas of writing annual summaries, including goal development, development actions and annual summaries, mentoring, career discussions, professional development plans, and salary management.
- Provided leadership and education on firmwide behaviors, ethics and compliance, and overall HR policies and educate and counsel managers on employee relations issues to ensure fair treatment of staff and compliance with federal and state employment laws.
- Lead talent planning sessions and advised managers on compensation decisions through job analysis and determination of internal equity and external competitiveness.
- Examined HR data trends, developed client ready decks, and brief leadership on HR trends and People activities.

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West Coast Industries - 2011 - 2015

- San Francisco, California 2015 - Present For more than 70 years, a creative and innovative partner to thousands of clients around the world.
- Led successful negotiation of CBA between WCI and USW 675.
- Successfully implemented WCIs performance management system tying increases to performance.
- Recruited for all levels of the organization in both San Francisco and Los Angeles.

- Moved to a new benefits broker increasing employee satisfaction and streamlining enrollment from paper-based to online.
- Upgraded ADPs Workforce Now from payroll to a fully functional HRIS Partnered with WCIs marketing team to create a robust on-boarding plan.
- Handled all labor relations issues including grievances and CBA interpretation..

Education

Bachelor of Arts in Communication Arts - (Salisbury State University)