

ROBERT SMITH

Contract Management

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Over 11 years of progressive hands-on working experience as Human Resources and Administration Manager / Human Resources Coordinator, at strategic and operational levels, including international experience. Extensive experience managing and implementing a full spectrum of human resources business processes and services including recruitment, onboarding, performance management, learning & development, talent management, employee relations, employee engagement, compliance and risk management, coaching, mentoring, change management, staff welfare, health, and safety, among others.

CORE COMPETENCIES

Project Management, MS Project, MS Office, MS Access, SAP, Problem Solving, Requirement Management, IT, Telecommunication, IT-Systems, BI.

PROFESSIONAL EXPERIENCE

Contract Management

ABC Corporation - February 2014 – 2021

Key Deliverables:

- Scaled up teams, operations and offices during humanitarian emergencies and under stringent deadlines.
- Provided technical support to HR teams in assigned countries in implementing a spectrum of HR business processes including end to end recruitment of international and national staff; on-boarding; contract management; performance management; learning and development; talent management; employee relations; change management including handling redundancies; handling disciplinary matters; handling grievances, compliance; health and safety, staff welfare, among others.
- Managed disciplinary matters, grievances and other difficult situations in a sensitive, fair and respectful manner, working closely with Legal Advisor and management.
- Managed risks including and ensuring compliance labor laws and policies; conducting annual HR compliance audits; developing and reviewing staff manuals on annual basis.
- Ensured Oxfams competitiveness in countries of operation and ability to attract and retain high quality staff through conducting annual salaries and benefits surveys; benchmarking best practice, among others.
- Managed teams of 5-7 people, coaching and mentoring.
- Established new teams in new operational areas during humanitarian emergencies, set up new offices; set up HR and Administration systems.

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Delta Corporation - 2010 – 2014

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Key Deliverables:

- Administered and implemented contracts as well as extracted and created Access reports to manage scorecard metrics associated with a different contract.
- Responsible for verifying all 3 part invoices Accounts payable and receivable Human resource Contract management.
- Call schools all over the US offering t-shirts and banners free to them on behalf of sponsorship from local businesses, sending faxes, getting.
- Minneapolis, MN TYPE New Construction - Medical Research and Lab Facility April Assisted in project development, initial bidding.
- Worked closely with General Contractor, Design Group, Owner, and MMC team to maintain overall project schedules and design scope provided design.
- Project Responsibilities Assisted in mechanical equipment selection and submittal processes; Permitting; Managed subcontracts and specialty system.
- Developed work assignments for summer Interns.

EDUCATION

- MS