

# ROBERT SMITH

## Division Human Resources Manager

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### SUMMARY

Division Human Resources Manager, is responsible for Interpreting policy and assisted supervisors and managers in applying policy, interpreting labor laws and administering discipline procedures while ensuring fairness and consistency to all employees, Providing consultation to management with respect to performance management, terminations, disciplinary actions, etc.

### CORE COMPETENCIES

Workforce Planning, Talent Management, Performance Management, Employee Relations, Staffing, Management.

### PROFESSIONAL EXPERIENCE

#### Division Human Resources Manager ABC Corporation - 2018 – 2018

##### Key Deliverables:

- Aligned HR programs and services to company goals and strategic plans, including recruiting, performance management, compensation, safety, and employee relations.
- Managed 2 HR staff; acted as Chief People Officer during position vacancy.
- Developed positional scorecards to manage employee mission, objectives, and competencies.
- Redesigned performance management tool to better align with company values and improve performance.
- Implemented compensation program standard FLSA statuses, titles, descriptions and pay ranges.
- Developed job-specific training plans and a skill inventory process to better manage skill gaps.
- Implemented compliance training plan for managers and improved employee compliance training.

#### Division Human Resources Manager Delta Corporation - 2012 – 2013

##### Key Deliverables:

- Partnered with the three Operations and General Managers to provide both strategic and tactical HR leadership.
- Led all aspects of human resources for three divisions with 500 employees across 12 sites in Arizona.
- Provided executive coaching to the Operations Managers which resulted in increased positive employee relations.

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- Reduced corporate liability by proactively advising managers on employment law practices.
- During my tenure, reduced AWARE line complaints by 99% and saved [] by reducing legal fees and settlements over the year prior.
- Developed HR policies and practices which supported Corporate and Division objectives.
- Partnered with local driving and mechanic schools to create a talent pipeline for high turner-over roles.

### EDUCATION

BS In Business Management

