



# JAMES CLARK

## HR Operations Manager

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

### 💡 SKILLS

Employee Relations



Performance Management



HR Compliance



Workforce Planning



Employee Engagement



### 🎯 INTERESTS

🔧 DIY Projects

✂️ Crafting

🧘 Meditation

🏛️ History

### 👊 STRENGTHS

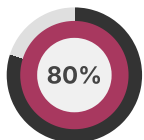
🌿 Humility

💡 Innovation

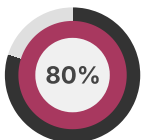
👁️ Insightfulness

✅ Integrity

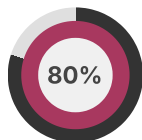
### 🗣️ LANGUAGES



English



Japanese



Spanish

### 🌟 ACHIEVEMENTS

🌟 Implemented a new onboarding process, reducing time-to-hire by 25%.

🌟 Increased employee retention rates by 15% through targeted engagement initiatives.

### 👤 PROFESSIONAL SUMMARY

Dynamic HR Operations Manager with 7 years of experience in optimizing HR processes, enhancing employee engagement, and driving strategic initiatives across diverse industries. Proven expertise in labor relations, performance management, and compliance.

### 💼 WORK EXPERIENCE

HR Operations Manager

📅 Dec / 2019-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Led HR operations across multiple locations, enhancing employee relations and performance management.
2. Collaborated with senior leadership to develop and implement strategic workforce initiatives.
3. Designed and executed HR programs, policies, and processes to align with organizational goals.
4. Directed succession planning efforts, ensuring talent readiness for key positions.
5. Managed annual employee engagement surveys, achieving a 30% increase in participation and satisfaction.
6. Enhanced management involvement in employee relations, resulting in a 40% decrease in grievances.
7. Oversaw conflict resolution, disciplinary actions, and compliance with labor laws.

HR Operations Manager

📅 Dec / 2017-Dec / 2019

Crescent Moon Design

📍 Portland, OR

1. Managed HR department operations, reporting directly to the VP of HR.
2. Acted as the second-in-command, overseeing all HR functions and initiatives.
3. Supervised a team of 3 HR professionals, fostering a collaborative work environment.
4. Streamlined recruiting and onboarding processes, improving efficiency and candidate experience.
5. Led a team of 4 HR administrators to enhance data processing workflows, reducing turnaround times.

### 🎓 EDUCATION

Master of Business Administration

📅 Dec / 2015-Dec / 2017

University of California

📍 Phoenix, AZ

Focused on Human Resource Management and Organizational Behavior.