ROBERT SMITH

Sr. Human Resources Consultant

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

SUMMARY

Highly qualified Human Resources Consultant with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

CORE COMPETENCIES

Microsoft Office Suite.

PROFESSIONAL EXPERIENCE

Sr. Human Resources Consultant

ABC Corporation - April 2010 – March 2015

Key Deliverables:

- Interpret and apply Human Resources management concepts, principles, laws, regulations, practices and procedures for recruitment, placement, position management, position classification, advisory services to organizations within the installation.
- Use knowledge of Public Law, Department of Defense, and Department of the Army regulations in analyzing organization structures, historical data, established trends, and other data to assimilate and advise managers on most efficient recruiting strategy based on mission needs.
- Conduct thorough job analysis utilizing coordinated information with management to ensure the strategic mission and vision of the organization are met.
- Advise managers on the necessary areas of consideration to market vacant positions; to include the creation and/or modification of position descriptions that accurately define the work being performed based on mission requirements.
- Use knowledge of organizational and leadership to advice managers on use of developmental positions and other recruitment techniques, to establish efficient and effective career development and operating structure.
- Responsible for researching, analyzing, scheduling, coordinating, resourcing, curriculum development, and course management of a myriad of training classes to support the professional development and career enhancement of civilian employees.
- Provide advice to managers on performance management, conduct and labor relations issues.

Human Resources Consultant

ABC Corporation - 2007 – 2010

Key Deliverables:

- Provided top-level customer service to plant and office personnel in partnership with internal HR team.
- Developed and delivered on-site training programs including harassment, discrimination, interviewing.

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

- Compiled statistics, evaluated data, formed conclusion to present to management during training.
- Revised and updated employee policies and procedures manual.
- Administered Workers Compensation and Safety programs; responsible for OSHA reporting / compliance.
- Conducted recruitment and staffing, background checks, and drug screen program.
- Administered annual benefits open enrollment, FMLA, and STD programs..

EDUCATION

- Doctor of Business Administration in Specialization - January 2009(Walden University - Minneapolis, MN)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**