

# Alumni Functional Resume

Address  
Email | Phone

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## Career Objective

A position in human resources utilizing strong communication, problem-solving, collaboration and organizational leadership skills, as well as specialized knowledge of employee benefits management

## Skill Areas

### Financial Skills

- Create and manage departmental budgets
- Know complex state and federal financial benefits compliance practices
- Approve and reconcile departmental expenses for training and temporary staff with outsourcing service vendors

### Communication Skills

- Foster respectful, safe and supportive work environments for all staff
- Provide confidential, sensitive and knowledgeable support and referrals to employees during career transition, separation and crisis
- Produce comprehensive internal quarterly and annual reports on staffing
- Lead presentations up-dating staff on regulations, benefits and development opportunities

### Leadership/Management

- Collaborate with top administration to craft annual and multi-year plans for staffing needs, compensation and training
- Build relationships with government agencies overseeing worker legislation and processes
- Interview, assess and hire employees at all organizational levels
- Supervise and train staff of 5 human resource professionals and 8 support staff members
- Coordinate and mentor company internship programs
- Provide industry leadership as chair of national association employee benefits subcommittee

## Employment History

**XYZ Law Offices**, New York, NY Oct 2010-present

Associate Director of Human Resources for Benefits Function

- Authored 5-year staffing and training plan for major corporate expansion
- Assessed and negotiated relationships with new health benefits providers
- Organized transition to web-based claims system

**A Publishing Company**, East Town, NY Jan 2008-Sep 2010

Assistant Director of Human Resources

- Revamped benefits website, adding new software packages for data collection/storage
- Received corporate recognition for contributions to staff support and welfare

**Liberal Arts University**, Elmtree, MA Aug 2005-Dec 2007

Human Resources Assistant

- Given sole responsibility for interviewing and selecting new support staff

## Education

**New York University**, New York, NY May 2010  
MS in Human Resource Management and Development

**Brandeis University**, Waltham, MA May 2005  
BA *cum laude* in History, minor in Education