

Alumni Functional Resume

Address

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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