

George Williams

HR Manager

george.williams@email.com | +1-555-123-4567 | 123 Harvard Ave, Cambridge, MA 02138

linkedin.com/in/georgewilliams | georgewilliams-portfolio.com

Profile Summary

Strategic and people-focused HR Manager with over 10 years of experience driving organizational excellence and employee engagement. Proven track record of enhancing workplace culture through effective HR strategies and policies. Adept at recruiting top talent, managing benefits programs, and improving employee retention rates. Committed to fostering inclusivity and a positive work environment.

Work Experience

HR Manager

Tech Innovators Inc.
1st Jan, 2018 - Present

- Implemented a new recruitment strategy that reduced the time-to-hire by 30% and increased candidate satisfaction scores by 15%.
- Led a company-wide initiative that improved employee engagement scores by 20%, resulting in a 10% increase in retention rates.
- Developed and executed training programs that increased team productivity by 25% over two years.
- Managed a team of 5 HR professionals, enhancing team performance and achieving a 98% compliance rate with industry regulations.

Senior HR Specialist

Global Solutions Ltd.
1st Jun, 2013 - 31st Dec, 2017

- Streamlined the onboarding process, cutting onboarding time by 25% while boosting new hire productivity by 15%.
- Instituted a benefits overhaul that resulted in a 10% reduction in costs while maintaining employee satisfaction.
- Coordinated diversity and inclusion workshops that increased employee participation by 40%, fostering a more inclusive workplace culture.

Education

Harvard University

Master of Business Administration (MBA)
1st Sep, 2010 - 31st May, 2012

University of California, Berkeley

Bachelor of Arts in Human Resources Management
1st Sep, 2006 - 31st May, 2010

Skills

Talent Acquisition, Employee Relations, HR Policy Development, Organizational Development, Performance Management, HRIS Systems

Notable Projects

Employee Engagement Program

Conceived and led a cross-functional team in the development of a comprehensive employee engagement program, which improved overall company satisfaction scores by 20% in one year.

Certifications

Professional in Human Resources (PHR)

Issued by HR Certification Institute, 1st Mar, 2017

Awards

HR Leader of the Year

Awarded by National HR Association, 15th Nov, 2019