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JOHN HLOOM

123 Park Avenue, Knoxville, TN 37996

123.456.7899 • info@hloom.com

An insightful and strategy driven human resources professional – with a proven ability to impact complex business situations and produce positive results. Key driver for the past several years to the business growth and positive industry reputation in two globally respected, leading financial corporations. Extensive experience in change management – with expert project management, needs assessment, course design, course delivery, and facilitation skills. Strong time management skills, excellent multitasker.Very detailed and accurate in processing information. Proven ability to work with individuals of diverse backgrounds and create a culture of operational efficiency and service excellence.

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| --- | --- | --- |
| Key Strengths | | |
| * Strategic Planning * Scheduling * Corporate Initiatives | * HR Administration * Confidentiality * Adaptive Sourcing | * Staffing Coordination * Coaching/Mentoring * New Hire Orientation |

# CERTIFICATIONS

Professional in Human Resources (PHR) – State University (Current)

Human Resources Management/Personnel Administration – State University (General)

# work EXPERIENCE

Human Resources Manager (2009-2015)

BANKING INSTITUTION

Provided significant value in managing and upgrading the human resource function of the corporate operation. Performed human resources generalist functions for the approximately 400 employees, reporting directly to the Senior Vice President of Human Resources. Interfaced closely with Senior Executives and Managers on performance management, staffing plans, key selection decisions and strategies, and compensation plans. Developed and delivered communication materials to management and employees to effectively convey revised or new plan strategy through the open enrollment period, including workshops, manuals, employee handbooks, and standardized reports. Provided value-added service to clients, maintaining a state-of-the-art understanding of changes and trends in the industry.

* Program Enhancements: Increased diversity and the talent pool – integrating company reputation at prestigious law schools by introducing a Legal Intern Program and guaranteeing a job upon graduation. Additionally partnered with HR Centers of Excellence and client groups to effectively design, implement, communicate, manage, and boost subsequent HR programs and initiatives.
* Corporate Resource: Counseled employees on various internal issues while maintaining employee advocacy role.
* Mentor: Maintained a high level of staff morale through the planning and execution of special events.
* Business Objectives: Advanced client group’s values and initiatives by collaborating with leadership in Legal, Compliance, and Risk global groups to align and provide HR service, expertise, insight, and solutions.

Vice President, Human Resources Generalist (2007-2009)

BANKING INSTITUTION

Promoted to effectively manage the full cycle of recruitment, on-boarding, and staffing needs of over 600 employees of the General Audit Department. Coordinated major recruiting initiatives including sourcing and screening of internal and external candidates. Administered company policies, procedures, and benefit programs and advise all levels of associates on programs by providing counseling and one-on-one assistance. Responded to daily issues including salary administration, employee relations, investigations, resolution, and report generation.Presented training programs.

* Corporate Merging: Improved and energized the merging process of two large companies – adhering to strict deadlines and efficiently overseeing the changeover process of the employees, systems, and policies and procedures while remaining flexible and calm under pressure.
* Performance Metrics: Consistently rated as a high performer in comparison to peers.

Corporate Recruiter (2005 - 2007)

INTERNATIONAL CORP

Promoted to provide focus, leadership, and sourcing expertise to the Clinical Operations Department. Responsible for partnering with Hiring Managers to acquire departmental knowledge and carry out objectives for goals and work culture. Professionally wrote job descriptions and analyzed resumes accurately to identify and place quality candidates. Oversaw multiple simultaneous HR functions such as posting, sourcing, screening, and target interviewing.Acted as liaison with candidates through the entire recruitment process through the end stages of negotiation, compensation, and decision-making.Networked through industry contacts, association memberships, trade groups, and employees.Applied various methodologies for candidate searches.Continuously cultivated high level strategic relationships to identify new opportunities as well as qualified candidates.

* Performance Metrics: Obtained over 150+ new hires and promotable employees in response to excellent recruiting efforts.
* Corporate/Client Advocate: Cultivated ongoing rapport between firms and partner candidates in the delicate process of making and implementing momentous decisions.
* Industry Compliance: Maintained up-to-date knowledge and interpretation of company policies and procedures, legal requirements, and government reporting regulation to management, employees and the general public.

Recruiting Coordinator (2002 - 2005)

INTERNATIONAL CORP

Handled global organization interviews including scheduling of recruiting coordination, travel, and calendar maintenance across multiple time zones. Supported all staff (in-house, remote, and commissioned), collecting and maintaining candidate information and ensuring accurate and timely reporting and comprehensive documentation.Performed routine tasks including analysis, HRIS maintenance, compensation, job posting, reporting, invoicing, bill reconciliation, and benefit administration.Troubleshot to resolve problems or complaints of customers and contract employees.

* Internal Resource: Considered the “bridge” between candidates, employees, and management – performing back-up and comprehensive support for all business units.

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