### First Name Last Name, M.B.A

 http://ca.linkedin.com/in/yourlink • firstnamelastname@gmail.com • 555.555.5555

# PROFESSIONAL SUMMARY

HUMAN RESOURCES EXECUTIVE

A Human Resources executive skilled in building inclusive, engaging and high-performing organizations. Accomplished and experienced business partner with a track record of driving transformative change in leading Canadian and global organizations. A strategic, customer-focused leader who leads through collaboration and respect.

# CAREER EXPERIENCE

#### ABC Company, Toronto, ON 20XX – 20XX

Overview of company size and scope

## Vice President and Chief Human Resources Officer (XXXX – XXXX)

## Vice President, People & Transformation (XXXX – XXXX)

Led business and culture transformation of ABC Company into multi-platform digital media organization improvement.

* Drove transformation from a traditional industrial-era organization, to a leading-edge, digitally-focused business. Active member of senior Strategy Committee. Refocused HR to be a key enabler of transformation and culture change.
* Accelerated the pace of transformative change by fostering an effective working relationship with eight unions representing over two-thirds of the workforce. $0 disruption or contingency costs in 10 years.
* Chaired Business Transformation Taskforce responsible for operational consolidation, outsourcing and related initiatives.
* Achieved competitive advantage through accelerated launch of new digital product offerings, enabled by rapid acquisition and deployment of new talent in areas such as data analytics and digital product development.
* Hired and onboarded five high-performing C-suite executives in eight-month period (CRO, CMO, Chief Data Officer, VP Content Strategy and VP Digital Products).
* Enhanced talent attraction and retention by fostering an inclusive, respectful and engaging workplace. Developed and implemented comprehensive Respect in the Workplace Program. Also introduced innovative, multi-faceted new mental health initiative recognized as Canadian best-practice.
* Transformed total rewards strategy. Spearheaded transition from DB pension plans to DC and multi-employer plans. Introduced new benefit plans, executive incentive plans and compensation plans.
* Partnered with President of xxxx Industry Association to drive transformation in Canada’s yyyyyy service. Accelerated digital transformation and diversified revenue sources through new start-up businesses.
* Fulfilled corporate mission and enhanced company reputation through leadership of the company's philanthropic and environmental protection programs. Sustained and grew contributions to ABC Company Children’s’ Charities.

## Director, Organization Development and Effectiveness (XXXX – XXXX)

Hired to build a talent, culture and leadership foundation for enhanced effectiveness in rapidly changing market.

* Enhanced business results by delivering effective people solutions to business leaders through new high-performing team of HR partners and specialists. Contributed to 20% year-over-year increase in revenue from new sources.
* Spearheaded a broad-based diversity and inclusion strategy to ensure that the organization reflected the diversity of the GTA population. and to educate staff on Toronto’s diverse communities.
* Established new leadership development, succession planning, employee engagement and performance management processes across the organization.
* Accelerated the development of new mission-critical capabilities through new Centre for Continuous Learning.

#### DEF Company, Toronto, ON 20XX – 20XX

Overview of company size and scope.

**Project Director, HR Global Direct Access**

Global project lead for implementation of SAP-based direct access technology for 80,000 employees worldwide market.

* Enabled transformation of DEF Company Project from country-based business structure to globally-integrated functional lines of business through new global human capital management platform.
* Facilitated effective merger of DEF Company organizations through common HR analytics platform, online employee portal and integrated worldwide HR function.
* Ensured effective execution of $9B annual capital projects through integrated global talent deployment system.
* Enabled on-time/on-budget SAP implementation projects in U.S., Europe and Asia, through comprehensive change management program. Total project budget U.S.$220M.

#### GHI Company, Toronto, ON 20XX – 20XX

Overview of company size and scope.

**Manager, Diversity, Recruitment and Employee Development**

Worked in partnership with CEO on corporate renewal of talent acquisition, development and engagement for 12,000 staff across Canada.

* Established an effective talent acquisition and development strategy to meet short- and long-term business requirements, including new recruitment, staffing, training, diversity and career development initiatives.
* Addressed mission-critical skill gaps through new national campus recruitment program and university relations strategy, forming close partnerships with educational institutions across Canada. Over 250 hires per year.
* Developed and implemented new national employee development program, recognized by the Conference Board as a leading Canadian best practice.
* Enabled business results through collaborative, high-performing, engaged national HR teams in key areas.
* Achieved double-digit improvement in working capital utilization by driving a culture of operational excellence through process re-engineering, quality improvement, training and leadership development. Designed and facilitated CEO’s annual leadership conferences.
* Fostered a more inclusive workplace through comprehensive diversity strategy, including leadership training, career development, employment equity and other initiatives.

**Human Resources Manager, Headquarters**

Division HR leader following one of the largest corporate mergers in Canadian history to-date.

* Accelerated post-merger integration through new organization design and management structure. Led transition from decentralized family of companies to single streamlined operating company.
* Fostered staff commitment to corporate mission and strategy through comprehensive employee communication and engagement program. Achieved 90% commitment level among union and non-union staff.
* Identified and eliminated barriers to equal access to development and advancement opportunities for all segments of the workforce. Created an innovate “self-nomination program” for open access to all opportunities.
* Formed new high-performing, engaged 25-member national HR team to enable and accelerate change in key functions. Enhancing client service and responsiveness at lower cost to client groups.

# EDUCATION & PROFESSIONAL DEVELOPMENT

M.B.A. , University Name, City 20XX

B.A. Psychology, University Name, City 20XX

HR Executive Development Program, University Name, City 20XX

Certificate in Workplace Investigations, University Name, City 20XX

Workplace Mental Health Leadership Training, Training Company Name 20XX

SAP, Training Company Name 20XX

Certified Practitioner, Leadership Competency Architecture 20XX

# COMMUNITY INVOLVEMENT

**Board Member**, Council of Human Resources Executives, Conference Board of Canada

**Member of Executive Panel**, Certificate Program

**Member, Curriculum Development Committees**, XXXXXXXXXX University - School of Business Management