

# H.R. DOE

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## SUMMARY

Results-oriented Human Resources Manager with extensive experience in a full spectrum of human resource functions. Articulate self-motivated problem solver with exceptional leadership skills. Proven track record in design and administration of equity compensation and qualified/non-qualified defined contribution plans. Major strengths in international compensation, benefits and employment law. Highly effective communicator with strong ability to build relationships at all organizational levels. Expertise:

- Talent Management
- Restructuring & Acquisitions
- Management Development
- Succession Planning
- Training & Coaching
- International HR
- 401(k) Retirement Plans
- Performance Management
- Policy Writing & Interpreting

## PROFESSIONAL EXPERIENCE

**COMPANY.** City, State

**Year - Year**

*Manufacturer of .... with .... employees worldwide and ... in annual sales.*

**Human Resources Manager** (Year - Year )

Managed corporate benefit programs including 401(k) and stock option/purchase plans, as well as executive deferred compensation plan and expatriate program. Deciding authority in managing all nuances of plan documents and assuring compliance with SEC and ERISA laws. Oversight of international benefit and compensation programs and employment law issues.

- Saved company \$120K annually in 401(k) plan expenses by managing and implementing conversion of plan to a new provider.
- Conducted analysis of international benefits by country, making recommendations and implementing enhancements to align with each local marketplace and resulting in increase in employee morale.
- Evaluated competitiveness of Employee Stock Purchase Plan and instituted enhancements, increasing participation and a more valuable benefit for attracting and retaining employees.
- Hired and oriented 200+ new employees as part of acquisition of two companies.
- Designed and implemented Stakeholder pension plan for France-based employees six months ahead of compliance deadline.
- Successfully resolved informal employee discrimination charge by conducting investigation, documenting findings and making recommendation, which resulted in no formal EEOC charges.
- Facilitated downsizing of workforce in foreign locations by researching local labor laws and preparing legally sound termination agreements resulting in no claims against the company.

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COMPANY. City, State

Year - Year

*Leading manufacturer of ...*

**Employee Development Manager** (Year - Year )

Managed employee and management training programs, career development and succession planning initiative. Delivered training classes and maintained employee training records.

- Obtained budget and support for management training programs by conducting needs assessment and presenting findings to executive staff.
- Designed and delivered management training on new performance appraisal system which resulted in improved efficiency in annual performance review process.
- Facilitated training for new managers and supervisors on legal aspects of managing in order to heighten awareness and reduce exposure to potential litigation.
- Developed pilot program for inter-departmental cross training which improved communication between departments and enhanced employee skill sets for future career advancement.
- Identified compliance issues with 401(k) plan from prior years, and worked in concert with legal counsel to devise and implement a plan of action to correct discrepancies without putting the plan into jeopardy.
- Co-chaired committee to review and revise company' s HR policies and procedures, resulting in improved internal processes and communications.
- Developed a training program for supervisors that included performance review evaluations, employee disciplinary plan of action, employee training & interviewing skills.
- Headed committee for employee picnics and award banquets for approximately 500 people.

**HR Assistant/Recruiter**

(Year - Year )

**EDUCATION**

BA – Management

Hometown College - My City, State

**PROFESSIONAL ASSOCIATIONS**

Society of Human Resources Management

American Society of Training and Development

**COMMUNITY INVOLVEMENT**

Acme United Way – Allocations Panel