

Xxxxx xxxxxxx

Washington, DC Metro Area | xxxxx.xxxxx@gmail.com | xxx-xxx-xxxx | https://www.linkedin.comxxxxxx

A versatile Human Resources professional who is known as a **Trusted Advisor and Strategic Partner with 13 years of combined experience as a Talent Management and Human Resource Generalist professional. Proven internal consultant who advises on a range of organizational matters as a Senior Level Business Partner.** Expertise in negotiating with and influencing business client groups, and securing MD support from internal stakeholders.

Demonstrated leadership successes...Project Management—design, development, and implementation of a fully customized company-wide Applicant Tracking System (ATS); supported 5 companies (multiple industries), 3K+ employees. **Analyzation**—expert of the Predictive Index (PI) behavior assessment tool, analyzed 60+ departments/teams; met team & individual production initiatives. **Assessment**—created comprehensive 360-degree assessment tool; partnered with leaders and outside vendors resulting in identifying high potential employees, design of feedback systems, individual and quarterly development plans with initial/on-going coaching. **On-Boarding Program**—devised and executed, reduced turnover by 2% over 3 months, 8% within 1 year; reduced new hire costs and increased revenue production.

Competencies that Drive Strong Business Outcomes

- Human Resources Business Partner (HRBP), HR Generalist, Senior HR Manager, HR Director
- Client Group Partnerships
- Organizational Design (OD), Structure
- Key Internal Stakeholders
- Full-Life Cycle Recruitment
- Talent Development; Centers of Excellence, Training, and Mentoring
- Onboarding/Offboarding
- Compensation Planning & Benefits
- Employee Relations, Engagement
- Succession Planning: Analysis & Performance
- Compliance Laws
- Analytics and Reporting
- Software Implementation & Automation

A Career of Delivering Innovative and Sustainable Talent Management

Xxxxx xxxxxx, xxxxxxxxxx, MD

2016 – 2016

Search Manager

Performed as third-party recruiting consultant for a variety of finance, accounting, and human resource positions.

- **Sourcing & Placement, Talent Search**—A subject matter expert, presenting highly skilled candidates to clients.
- **Business Relationships**—Played an integral role in establishing new client and candidate relationships.
- **Negotiation Strategy**—Effectively closed agreements and job requisitions.
- **Service Delivery**—Nurtured relationships by understanding driving factors and delivering exceptional customer service.
- **Account Management**—Accurate and timely invoicing, organization, and prioritization of accounts related tasks.

Xxxx xxxxxxx xxxxxxxxxx - Corporate Office, xxxxxxxxxx, MD

2011 – 2016

Business Partner, Talent Acquisition & Development Manager, Human Resource Manager

Promoted to strategic business partner in direct collaboration with Senior VP of Human Resources, internal stakeholders, and the Executive Committee. Ensured effective and strategic alignment with organizational objectives of multiple businesses.

- **Organizational Development (OD)**—Implemented programs as business needs commanded to influence organizational culture. Built relationships resulting in increased engagement; recommended retention strategies (reduced attrition).
- **Succession Planning**—Supported leadership preparation for annual talent review sessions; completed 450+ web-based annual performance reviews. Business partner to client groups, identify high potential employees; developed performance management programs to minimize knowledge and skill gaps.
- **Employee Relations**—Acted as point of contact for managers and associates; addressed concerns/issues; maintained compliance, and policy and procedure. Made recommendations to SVP of HR with inside/outside counsel collaboration.
- **Compensation & Benefits**—Assisted in annual salary, bonus/commission, and equity planning; compensation analyses and recommended market adjustments. Addressed general benefits questions as needed.
- **Budgets**—Managed talent acquisition budget and resources; reduced expenditures, generated \$563K savings in 2015.
- **Talent Acquisition Transformation**— Reconfigured talent acquisition; overhaul of paper based manual process to an electronic automated process; established processes and workflows for optimization, and vast candidate exposure.

- **ATS Software Implementation**—Arranged task force meetings (alongside cross-functional team), allied with HR (select software & proposal), led the design of a UI, tested with vendor/internal IT SME's; trained managers; delivered ATS.
- **Recruitment**— Led full-cycle recruitment for diverse portfolio (5 companies); filled 70 positions; 2015, 66 positions; 2014. Expertise in vendor management. Led campaigns for University/campus recruitment and seasonal internships.
- **Performance Development**— Collaborated with team of 4 and external vendor to produce performance development series focused on company strategies/initiatives, change management, and workforce planning.

XXXXX xxxxxxxxxxxxxxxx xxxxxx - Corporate Office

Corporate Director of Talent Development and Engagement

Charged with the research, design, direction, and deployment of a re-engineered recruitment strategy for 20 hotels spanning multiple states, brands, and sizes. Led & supported a team of 12 property HR Directors (Talent Acquisition and Development).

- **Analytics & Metrics**—Critical research, evaluation and interpretation of recruiting measurements; adjusted strategy to meet various staffing goals (hotel portfolio and corporate).
- **Web-Based Initiative**—Partner with Executive Management to integrate and cultivate 'Leader Lodge' (a web-based leadership, and development community servicing 2,500+ employees), elevated employee engagement and retention.
- **On-Boarding Program Assessment**—Interviewed Executive Committee, GM's and their teams; analyzed P&L reports, budgets, and turnover reports (over 36-month period). Determined increase in sales disciplines attrition within 1st year of employment; partnered with the Corporate VP and Director of Sales; devised an on-boarding/training program.
- **Employee Learning & Development**—Conducted classroom training (regional) on various corporate initiatives.

Regional Group Sales Director - xxxxxxxx, Crowne Plaza National & Holiday Inn National, Arlington, VA

Competitor Monitoring—Market trends/opportunities, optimized RevPAR index. **Negotiations & Execution**—Contracts/RFP's; responded to leads. **Program Oversight**—Sales department summer internship and Manager In Training (MIT) programs.

Group Sales Manager – xxxxxxxxxxxxxxxxxxxx xxxxxx, Arlington, VA

2008 – 2011

Business Development—Gained \$650K+ of revenue (within 90 days); proactive soliciting/managing business opportunities, oversaw the growth and expansion of top account/target accounts. **Mentor, Training & Development**—3 sales coordinators.

Sales Manager – xxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxx, Bethesda, MD

2006 – 2008

Exceeded Sales Goals—Met direct group sales benchmarks; grew government/Fortune 100 accounts with proactive sales.

Front Office Manager – xxxxxx, Washington, DC

Daily Operations—Oversight of 32 Direct Reports; act as on-site HR Manager. **Financial**—P&L statements, forecasting and operating budget. **Policy & Procedure**—Developed & executed adhering to Marriott standards, State and Federal regulations.

International Tour Coordinator - United States Air Force, xxxxxx, Japan

2004 – 2005

Global Travel Arrangements (Logistics)—Built international group and private tours for government employees and Active Duty Military members; partnered with international travel vendors; created and maintained budgets, briefed travel warnings.

Educational Background

Bachelor of Science (B.S.) Hospitality Management, xxxx xxxxxx University, Magna Cum Laude, Dean's list, 2003

Technical Skills

Ultipro (HRIS), Kronos (HRIS) | Timekeeper, ADP | Talentwise, E-Verify | In-House Performance Development System | ICIMS (ATS), CATS (ATS) | Marsha, FOSSE, OnQ, Opera | Sabre | Delphi | MeetingBroker, Cvent |

Certifications

Employment Law Certification (IAMLA), HIPPA Certified, Predictive Index Certification (PI), Performance Based Hiring Certification, Situational Leadership Certification, Sales Edge Certification, Eligible for PHR Certification Testing