

THIS IS ORIGINAL RESUME OF CLIENT, AM, THAT WAS UNSUCCESSFUL IN SECURING INTERVIEWS. COMPARE TO VERSION WRITTEN BY JOE CONNOR THAT SECURED INTERVIEWS AND EMPLOYMENT WITHIN 30 DAYS

CLIENT NAME

email@clientaddress.com

client LinkedIn profile

ADDRESS

CITY, STATE ZIP

(XYZ) XYZ-ZYYZ

**HUMAN RESOURCES GENERALIST
GENERAL OFFICE ADMINISTRATION**

SUMMARY OF SKILLS / KEY STRENGTHS:

Six years of active duty service in the US Armed Services branch; honorably discharged.

As a Service Veteran I qualify for Work Opportunity Tax Credit (WOTC) for Employers.

More than 20 years of supervisory experience; 10+ years with Employer.

Complete fluency in the Spanish language; can read Portuguese, French, and Italian.

Analytical Thinking and Problem-Solving Ability.

Adaptability, Resourcefulness, and Dependability.

Management and Leadership skills to facilitate teamwork and direct projects.

Excellent Written and Verbal Communication Skills.

Experience in: survey methodology; work description and measurement; program evaluation; team building; performance reporting systems; cost-benefit analyses; development of training programs; motivational-based performance; multimedia presentations; policies and procedures development, writing, implementation, and monitoring; budget development and administration; and strategic planning.

Experience in the use of Microsoft Office.

ACHIEVEMENTS / EXAMPLES OF PROFESSIONAL EFFECTIVENESS:

- Managed the 1.8m contract for professional engineering and consulting services for the expansion of Employer XYZ Division facilities, and for the preparation of Wastewater Collection System Plans in response to the XYZ Administrative Order to reduce or eliminate sewage spills.
- Developed and implemented budget “scrub” process that identified erroneous charges and allocations, resulting in the recovery of funds totaling 5.8M for the XYZ Division.
- Coordinated revisions, updates, and consolidation of the XYZ Division’s key performance measures for the Employer’s XYZ Division Strategic Plan and Performance-Based Budgeting, achieving an 80% success rate.
- Developed and implemented Work-Related Injury Review Program throughout the Employer’s XYZ Division, achieving a 25% decrease in work-related injuries within a one-year period.
- Developed the safety-related strategy for XYZ’s Strategic Business Plan, demonstrating that, at an initial investment of \$325,000 to establish initial controls, the Strategy would pay for itself in 4 years, and result in savings of over \$900,00.00 within a period of eight years.

MOST RECENT WORK EXPERIENCE

EMPLOYER, XYZ DIVISION

JOB TITLE –

2001 TO 2006

- Managed special projects and directed special fiscal, administrative, or personnel studies that identified and solved significant issues affecting the Division. Issues under study normally included staffing, analysis of the job classification structure and staff organization; cost-benefit analysis of assets; budgetary adjustments, modifications, and reallocations; industry benchmarking and competitive assessments for Optimization Programs; analysis of applicable Federal and State regulations to ensure compliance with same, etc.
- Oversaw the preparation, analysis, control, and administration of XYZ 62.9M budget.
- Oversaw the development of, and adherence to, Service Level Agreements with other XYZ Departments and

XYZ agencies.

- Planned, developed, implemented, and evaluated Divisional Policies and Procedures that addressed employee relations, field operations, and general administration in accordance with the provisions of the Administrative Regulations, Departmental Instructions, and Memoranda of Understanding with the Labor Organizations
- Developed data collection tools to evaluate efficiency of established programs.
- Acted as representative of the Deputy Director and/or Assistant Deputy Director in meetings with Labor Organizations or the XYZ Labor Relations Office.
- Supervised and Trained a work unit composed of 14 employees, which included professional, subprofessional, and clerical support staff.

OTHER HUMAN RESOURCES-RELATED EXPERIENCE:

- Experience in the review, development, and implementation of selection / interview processes.
- Interpreter of the language of Administrative or Personnel Regulations and Memoranda of Understanding with the Labor Organizations to Management, employees, and the general public to ensure adherence thereto.
- Developer of Organizational Effectiveness / Optimization Studies and Programs.
- Administrator of Human Resources Programs such as Light-Duty / Return to Work, Workers' Compensation Claims, etc.
- Principal Investigator in Misconduct, EEOO, Discrimination, and similar complaints.
- Developer of Job Classification and Salary Compensation Studies and Surveys.
- Employee Development, Relations, and Training.
- Principal Analyst of Personnel Studies and Assessments in connection with Incentive / Motivational Programs.
- Writer of statistical analyses, exhibits, and reports to summarize findings, respond to questions, and make recommendations that affect programs policies and procedures.

OTHER AREAS OF EXPERTISE:

Job Title (1989 to 1995 with Employers): Provided direct technical guidance to engineers and architects, and land developers by conducting background research, performing analyses of environmental impacts, and preparing reports on the significance of such impacts on the proposed action (project) in accordance with the requirements of CEQA and / or NEPA. I was Job Title of Employer, a company that I planned and capitalized to provide consulting services in the areas of environmental facility and corridor siting, geographical information systems (GIS) and remote sensing, environmental analysis, planning, and the preparation of legally defensible documents under the provisions of applicable legislation resources management, and public agency involvement.

Job Title (1983 to 1989; active duty in the US Armed Services Branch, and 1995 to 2001 as, first, a Job Title, and then, as Job Title with Employer): Advised senior supervisors on issues related to workers' health and safety; evaluated impact of safety-related regulations on the a work unit's day-to-day operations; analyzed lost-time and injury reports and statistics to identify significant trends and develop adequate loss control / abatement measures; conducted inspections of work and living spaces in environments as varied as field hospital and shipboard settings; prepared training materials and conducted training sessions on all aspects of workers' health and safety.

EDUCATION:

SCHOOL, CITY, STATE

Degree

SCHOOL, CITY, STATE

Certification in XYZ

PROFESSIONAL REFERENCES:

REFERENCE ONE

PHONE NUMBER

REFERENCE TWO

PHONE NUMBER

REFERENCE THREE

PHONE NUMBER