

John Doe, CCP, SPHR

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An experienced Human Resources executive with extensive background in Human Resources Operations, Compensation, Benefits, and HRIS possessing excellent leadership and partnership skills in developing results-oriented collaborative teams, maximizing performance and providing the highest levels of customer service. Valued communicator with innovative ideas and strategies, dedicated to meeting organizational goals and exceeding expectations. Selected accomplishments include:

- Implemented complete e-solutions for HR and Benefits administration by partnering with national outsource vendors while reducing company expenses by over \$750,000 annually.
- Developed and utilized multiple baseline accountabilities, annual processes, and special project initiatives for Compensation, Benefits and Human Resources Administration functional departments.
- Conducted due diligence and integration activities for over 20 successful acquisitions with minimal disruption to companies involved.
- Successfully addressed Department of Labor audits and investigations into possible Wage and Hour violations.
- Obtained a dismissal from the Department of Labor on a “Notice of Rejection” of a Defined Contribution Plan avoiding potentially \$500,000 in fines and penalties.

PROFESSIONAL EXPERIENCE

ABC Company, City, State

2007 - Present

Vice President, Human Resources Operations

- Responsible for the strategic and operational planning, design, process implementation and improvement for HR Operations, HR Administration, Compensation, Benefits and HRIS functions.
- Currently accountable for the Human Resources Operations functions utilizing best practices and limited resources creating a high performing, results oriented team specializing in customer service and delivery.
- Develop and administer processes for employment, new hire orientation, benefits eligibility and enrollment, termination and HR reporting while adhering to all federal and state regulatory standards.
- Business Process Owner for HRIS implementation, needs analysis, vendor selection, due diligence, business requirements definition, system interfaces, end-user processes and training materials.
- Negotiate and manage vendor contracts (including HRIS and Payroll provider, Benefits Outsource Partner, and Defined Contribution Record keeper, Trustee and Investment Advisor).
- Manage process for acquisition due diligence and integration activities of new employees with minimal disruption to business operations.
- Implement and administer compensation programs including base pay, incentives and salary administration guidelines. Design and communicate Long Term Incentive Program, Executive Compensation initiatives and prerequisites.
- Developing Affirmative Action Plan and Sarbanes-Oxley process and documentation due to recent Initial Public Offering.

ABC Company, City, State

2003 - 2007

Director, Total Compensation and Employee Benefits

- Designed improved integrated HR Administration, HRIS, Benefits and Payroll functionality for reduction of corporate risk and adherence with Sarbanes-Oxley documentation.
- Implemented HR Policy and Procedures, Employee Handbook, Manager Reference Materials, along with corresponding tools and forms.

- Managed process for acquisition due diligence and integration activities of new employees while reducing company risk.
- Recommended and affected restructuring of HR department to improve effectiveness and efficiency.

ABC Company, City, State

2000 - 2003

Director, Compensation and Benefits

- Re-engineered Compensation program to meet the changing environment in healthcare to accommodate internal equity and market competitiveness.
- Negotiated and managed vendor contracts (including Benefits Consultant, Health and Welfare carriers, Defined Contribution Record keeper and Trustee).
- Identified inefficiencies and areas of potential liability in HR and benefits processes; designed Best Practices procedures, managed RFP process and conducted due diligence efforts to affect Benefits Centralization.
- Reviewed and designed improved Payroll functionality leading to the centralization and standardization of Payroll department.

ABC Company, City, State

1999 - 2000

Human Resources Consultant

- Provided expert and strategic advice clients in Financial, Consulting and Healthcare industry on HR areas to help achieve organizational objectives.

ABC Company, City, State

1994 - 1998

Regional Compensation and Benefits Manager

- Managed regional Compensation and Benefits staff, responsible for the daily operations, annual processes and special projects of the department servicing 13,000 employees in 6 countries.
- Regional Concept Owner for Compensation and Benefits module for Global SAP implementation – defined business requirements, system interfaces, end-user processes and training materials.
- Negotiated and managed vendor contracts (including Benefits Outsource Partner, Health and Welfare carriers, Defined Contribution Trustee, and Employee Stock Purchase Plan trade agent).
- Conducted due diligence and integration activities for several successful acquisitions.

EDUCATION AND CERTIFICATION

Masters of Science, Management, State University, City, State

Bachelors of Business Administration Labor - Management Relations, State University, City, State

Certified Compensation Professional, WorldatWork (formerly American Compensation Association)

Senior Professional of Human Resources, Society of Human Resource Management Association