

Susan Powell
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Profile

Human resources executive with over 15 years of experience in hiring and retention, conflict resolution, labor-management and benefits administration. Proven experience collaborating with senior management to achieve the strategic goals of the company. Demonstrated results working with department heads to reduce employee turnover and improve employee job satisfaction. Demonstrated experience with cost-containment strategies that reduce payroll expenses. Specific knowledge in creating comprehensive benefits packages for employees.

Professional Experience

Human Resources Director, Texas Instruments Corporation, Dallas, TX | June 2016-Present

- Encourage department heads to improve the overall performance of staff, people movement and engagement to improve each manager's capabilities
- Develop new hire training strategies and content for specific development programs
- Implement and administer company benefits packages
- Responsible for strategic workforce planning and talent development initiatives
- Deliver targeted solutions to build a high-performing organization and maintained a "great place to work" environment

Human Resources Manager, DoubleTree Hotel, Richardson, TX | March 2012-June 2016

- Worked with Dept. of Learning & Development to facilitate talent development plans
- Collaborated on ongoing HR projects to ensure employees maintain company standards
- Created and strategized recruitment plans to meet the changing demands of the hotel
- Coached department heads on employee's performance management plans and reviews
- Developed compensation and benefits program

Human Resources Manager, Hilton Garden Inn, Allen, TX | March 2004-February 2012

- Completed different staffing needs, including conflict resolution, mediating disputes, hiring and recruitment and terminating employees
- Maintained the recruitment life cycle process, including interviewing, attending hiring fairs, negotiating compensation packages and onboarding new employees
- Oversaw all day-to-day HR responsibilities, including salary and bonus planning, staffing, performance management and reporting/analytics
- Create job descriptions and new hire training plans
- Drive organization design, workforce planning and sourcing and staffing

Education

Bachelors of Science in Human Resources | The University of Texas, Austin, September 2000-May 2004

Key Skills

- Build good working relationships
- Strong sense of urgency
- Working knowledge of employment laws and regulations
- Excellent written and verbal communication skills
- Confident presentation skills