
FEDERAL HR PROFESSIONAL RESUME

Summary:

A motivated, result-oriented Federal HR Professional with proven years of expertise in HR functions and operations; Responsible for interpreting information related to the organization's operations from internal/ external sources; Exceptional skills in implementation of teams and systems to provide business solutions which increase operational efficiencies; Deliver bottom-line results through effective design, development and execution of systems to reduce and save cost; Superb written and oral communication skills; Extensive background in staff recruitment and retention; Knowledge of Federal and State Employment Law.

Professional Experience:

Industrial Relations Analyst January 2007 – Present
Department of State, Dallas, TX

Responsibilities:

- Provided support to supervisor and staff to develop the skills and capabilities of staff.
- Ensured accurate job descriptions are in place.
- Identified training and development opportunities.
- Organized staff training sessions, workshops and activities.

Human Resource Advisor May 2004 – December 2006
Coventry Health Care, West Sacramento, CA

Responsibilities:

- Provided HR Generalist support to the operations organizations.
- Conducted periodic audits of human resource activities to ensure compliance with policies and procedures.
- Assisted in development and maintenance of the affirmative action program.
- Maintained records, reports and logs for compliance to federal regulations.

Public Relations Manager February 1999 – May 2004
Catholic Health Initiative, Tacoma, WA

Responsibilities:

- Provided support to supervisor and staff to develop the skills and capabilities of staff.
- Ensured accurate job descriptions are in place.
- Identified training and development opportunities.
- Organized staff training sessions, workshops and activities.

Human Resource Advisor May 2004 – December 2006
Coventry Health Care, West Sacramento, CA

Education:

Masters Degree in Human Resources Management, Stanford University, CA, 1999
Bachelor of Science in Labor Relations Management, Stanford University, CA, 1997

Skills:

- Outstanding interpersonal and organizational skills
 - Highly motivated, self-directed and proven ability to manage multiple priorities
 - Excellent written and verbal communication skills
 - Strong time management and decision-making skills
 - Superb analytical and problem solving skills
 - Works Effectively and efficiently under tight deadlines, high volume work and multiple interruptions
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Awards and Honors:

Dean's Lister, Stanford University, 1997

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