**Human Resources Manager
Curriculum Vitae Example**

**Personal information:**

Name: Floyd Human Resources Manager, PhD.
Birth: 1974
Email: floyd-human@resource-manager-phd.n e t
Phone number: country code and 333 444 555 666 444
Address: HR Management street 17, Dallas, USA
**Education:**

*1999 - 2004*
**University of Human Resources Management, London**
PhD. Study
*Thesis: HR Management and Efficiency of Staff*
Subjects Teaching (Management, Human Resources, Staff Efficiency), Scientific Conferences, Scientific Magazines Publication
*1993 - 1998*
**NY University, NY**
Faculty of Human Resources
*Information Systems and Management of Human Resources*
Development of Human Resources Information System
*1988 - 1992*
**Secondary School in Bella Secca**
Specialization: Information Technology and Programming
*School Leaving Exam*
**Job Experiences:**

*2009 - Today*
**Daimler Benz America**
Automotive Industry
*Number of Staff: 2000*

Human Resources Manager - Payroll and Benefits

*(Leading of 15 members team, cost cutting, outplacement)*
30% staff productivity increase

*2007 -2009*
**Info Project System , Ltd.**
Informational Technologies, Information System develpment
*Number of Staff: 3000*

Human Resources Manager - Recruitment Department

*(Recruitment strategy, international head hunting, team leading (20 members), human Resources marketing)*
Employer of the year

*2005 - 2007*
**Aditus recruitment**
Personnel Agency, Consulting Company
*Number of Staff: 50*

CEO, HR Manager

*(Company strategy and management, top management positions searching, human resources counseling)*
Turnover up 250%

*2004 - 2005*
**HR IS Dev + Imp**
Human Resources Information System develpment and Implementation
*Number of Staff: 50*

HR Consultant and Analyst (Banking and Insurance Segment)

*(Analysis of current HR IS, design, develepement and implementation of new HR information system)*
Human Resources information system of the year 2005

*2002 - 2004*
**Danone Europe**
Food Industry
*Number of Staff: 7000*

Human Resources Manager - Employee Relations

*(Employee relations agenda)*
Collective agreement

*1999 - 2002*
**GE Aviation**
Aerospace, Engineering
*Number of Staff: 20 000*

Manager of HR Performance

*(Work measurement, job analysis, job description design, job efficiency optimization)*
Job efficiency up 11%

*1996 - 1998*
**Goldman Sachs**
banking
*Number of Staff: 27 000*

Human Resources Generalist

*(Human resources agenda, recruitment, HR advertising, payroll, benefits, employment contracts, job termination, personnel agency cooperation)*
The best HR Spot 1997

**Courses:**

Human Resources Manager I., II., III., 2007 - 2010
International Recruitment, 2010
Prince 2, Project Management, 2009
SAP HR Implementation, 2008
Human Resources and Project Management, 2007
Len Production and Six Sigma, 2006
Labor Law, 2006
TQM and Employee Management, 2006
IS Analysis, 2005
IS develpment, 2005
Payroll, 2004
Employee Benefits, 2003
Successful Negotiations, 2003
Human Resources Marketing and Advertising, 2000
Human Resources Agenda, 1997

**PC Knowledge:**

Win, Linux, Microsoft Office, Open Office
Information System HR and Payroll modules - most of available
Programming: .Net platform, MS SQL, Visual Basic

**Foreign Languages Knowledge:**

English - native
French - advance
Spanish, Portuguese, Italian - passively

**Additional Skills and Abilities**

Aviation license
Driving License
HR Professional Association member
Collective Agreement Negotiator, certification HRoUSACAN Association

**Interests and Hobbies:**

Airplanes and Cars
Sport: Tennis, Soccer, Go
Lego - design of new construction