

GRAHALL

## Candidate Name

123 Main Street, Some Town, State, 12345

617.233.1234 (p)

617.233.4321 (f)

[email@emailhost.com](mailto:email@emailhost.com)

### Profile

Senior human resources executive and attorney recognized as a leader and creative thinker. Extensive experience in providing advice and counsel regarding the strategic direction of the business. Problem solver, effective communicator and team player with a successful record of assisting companies meet difficult business challenges.

### Professional Experience

ABC Company 1 – New York, New York

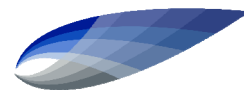
#### **Vice President, Employee Relations (2005 – Present)**

- Manage Employee Relations Department, which is responsible for all employee relations issues for xxx-Equitable's 12,000 U.S. employees and agents.
- Counsel senior management on strategic planning issues, including the merger between xxx Equitable and the MONY Group, the purchase and sale of businesses, outsourcing and relocation of work, senior executive separations, and complex employee relations issues.
- Manage numerous HR initiatives such as establishing training programs and conducting wage and hour self audit.
- Investigate allegations of harassment, discrimination and violation of Company policy and determine appropriate Company response.
- Analyze and create corporate human resources policies and programs to attract and retain talent.
- Track, review and analyze employee relations metrics. Identify broader employee relations issues and trends and make recommendations to business to address issues.
- Design and present management training seminars on preventing workplace harassment and employment laws.
- Approve strategy and settlement amounts for employment litigation and administrative charges.

ABC Company 2 – New York, New York

#### **Vice President, Human Resources (1995 – 2005)**

- Served as senior Human Resources generalist for ABC Company's headquarters operations and all Record Labels. Managed the Human Resources function in ABC Company's manufacturing and distribution facilities.
- Managed employee relations function which was responsible for all employee relations issues arising from ABC Company's 5,500 U.S. employees along with the Health Services Department.
- Provided advice and counsel to senior management on issues, including the merger between ABC Company 2 and ABC Company 3, the purchase and sale of businesses, facility closures, senior executive terminations, benefit changes, employment laws and union avoidance.
- Investigated allegations of sexual harassment and discrimination and determined appropriate action in response to allegations. Designed and presented management training seminars on sexual harassment, employment laws and union avoidance.
- Created handbook and cutting edge policies designed to retain talent while containing costs.
- Negotiated collective bargaining agreement between ABC Company 2 and the union representing the recording engineers. Handled all grievances and arbitrations arising out of the agreement.
- Conducted ABC Company's union avoidance efforts including running several successful campaigns.
- Managed ABC Company's employment litigation with excellent track record of resolving cases early or obtaining summary judgment. Litigated and mediated administrative charges before federal and state agencies.
- Negotiated and drafted employment agreements for ABC Company's most senior executives along with other business agreements.



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### Professional Experience

ABC Law Firm 1 – New York, New York

#### **Associate (1994 – 1995)**

- Litigated commercial and employment actions for 70-attorney firm.
- Provided advice and counsel on labor and employment issues to casinos, hospitals, and other organizations, and trained management on union avoidance and preventing workplace harassment.

ABC Law Firm 2 – Newark, New Jersey

#### **Associate (1993 – 1994)**

- Litigated labor and employment actions in state and federal courts and defended charges before the National Labor Relations Board.
- Provided advice and counsel on labor and employment issues to major corporations including Brinks Security and Burlington Air Express. Designed and conducted union avoidance campaigns.

ABC Law Firm 3 – New York, New York

#### **Field Attorney (1989 – 1993)**

- Independently litigated complex cases in federal court and before administrative law judges.
- Conducted investigations of unfair labor practice charges involving hundreds of corporations of varying industry and size.

### Qualifications

#### **Education**

George Washington University Law School, Juris Doctor (1989)  
Trustees Scholarship

Syracuse University, Bachelor of Arts, Economics and Psychology (1986)  
Phi Beta Kappa, Magna Cum Laude, 4.0 in Economics Major