

SAMPLE CHRONOLOGICAL RESUME #1

JACK PARKER
456 Universal Lane
Anywhere, PA 22222
215.555.1212 (h)
215.555-1234 (o)
parkerj@usa.com

OBJECTIVE: Human resource management position in a service industry.

SUMMARY: Fourteen years of human resource administration and management experience in the banking and health care industries with extensive involvement in:

- Managing change/organizational transitions
- Internal communications
- Consolidation activities
- Project management
- Staff development
- Policy/procedure development
- Strategic planning
- Marketing human resources services/products

PROFESSIONAL EXPERIENCE: **FINANCIAL BANK OF USA, New York, NY** 1989-Present
Vice President, Human Resource Manager, East Region 1998-Present
Directed department with staff of up to 50 and an operating budget of more than \$3 million. Managed, directed and/or controlled all Human Resource programs for New York entity including: Employment, Employee relations, EEO/AA, compensation, Benefits and training. Collaborated with senior management in the executive of their business plans.
○ Devised department-wide efforts relative to managing change.

- Oversaw and approved substantial reduction in force activities. Cost savings of more than \$100,000 were achieved.
- Reduced department's operating expenses by more than 15%.
- Administered annual strategic planning activities within department.
- Developed annual marketing plan of human resource service.
- Analyzed and made effective recommendations to control excessive turnover.

Employee Relations/Benefits Division Manager 1994-1998
Provided an environment that was proactive in supporting management and employees in resolving conflict, meeting regulatory and audit requirements and facilitating organizational restructuring.

- Orchestrated a full-scale benefit plan conversion which increased employee morale.
- Played key role in the development of Employee Relations policies/employee handbook.
- Minimized litigation activity through the effective administration of employee complaints and employee termination. Possible suits of more than \$150,000 were avoided.

Manager of Employment/Human Resource Consultant 1990-1994

- Managed the employment function for a population of 3,500 employees. As a consultant, provided generalist support to a segment of the Retail Banking Department.

Management Trainee 1989-1990

- Planned, delivered, and evaluated management/employee development programs.

EDUCATION: New York University, **Bachelor of Science in Psychology**, May 1989

PROFESSIONAL ASSOCIATIONS: Vice-President and Board member - Society for Human Resource Management
American Compensation Association