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SKILLS

- operational efficiency
- employee relations
- HR technologies
- strategic planning
- compliance oversight
- team collaboration

EDUCATION

MASTER OF SCIENCE IN HUMAN RESOURCE DEVELOPMENT, UNIVERSITY OF SOUTHERN CALIFORNIA

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Achieved a 30% increase in staff retention through improved HR practices.
- Recognized for excellence in developing training programs that enhanced employee skills.
- Successfully implemented a new HRIS that improved data management.

Michael Anderson

NON-PROFIT HUMAN RESOURCES MANAGER

Strategic Non-Profit Human Resources Manager with a comprehensive understanding of the unique challenges faced by non-profit organizations. Demonstrates exceptional skills in building and maintaining relationships with stakeholders, ensuring alignment between human resource initiatives and organizational goals. Expertise in developing policies and processes that enhance operational efficiency and promote a positive workplace culture.

EXPERIENCE

NON-PROFIT HUMAN RESOURCES MANAGER

Community Development Foundation

2016 - Present

- Established HR policies that improved operational efficiency by 20%.
- Implemented employee development programs that increased skill acquisition.
- Managed employee relations, effectively addressing grievances.
- Facilitated strategic planning sessions to align HR initiatives with organizational goals.
- Oversaw compliance with industry regulations and standards.
- Conducted employee training on best practices in HR compliance.

HR OFFICER

Non-Profit Leadership Alliance

2014 - 2016

- Supported HR operations, assisting in recruitment and onboarding processes.
- Maintained employee records and databases for accuracy.
- Coordinated training sessions to enhance staff capabilities.
- Assisted in performance management processes and documentation.
- Engaged in community outreach initiatives to promote the organization.
- Facilitated workshops on team building and collaboration.