

MICHAEL ANDERSON

Human Resources Manager

- San Francisco, CA
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Proactive and detail-oriented Public Sector Manager with a focus on human resources and organizational development, bringing over 11 years of experience in public administration. Expertise in talent management, workforce planning, and employee engagement strategies. Proven ability to implement HR policies that foster a positive organizational culture and enhance employee retention. Recognized for developing training programs that align with organizational goals and improve staff performance.

WORK EXPERIENCE

Human Resources Manager | County Administration Office

Jan 2022 – Present

- Directed HR initiatives that improved employee engagement scores by 40%.
- Developed and implemented training programs for staff development.
- Managed recruitment processes to attract top talent to the organization.
- Facilitated workshops on diversity and inclusion for all employees.
- Conducted performance evaluations and provided feedback to enhance staff performance.
- Collaborated with leadership to align HR strategies with organizational goals.

Organizational Development Specialist | City Human Resources Department

Jul 2019 – Dec 2021

- Designed and delivered training programs that improved workforce skills.
- Conducted assessments to identify training needs across departments.
- Implemented employee feedback mechanisms to inform HR strategies.
- Coordinated leadership development programs to nurture future leaders.
- Monitored compliance with employment regulations and policies.
- Prepared reports on workforce metrics to inform decision-making.

SKILLS

human resources

employee engagement

talent management

organizational development

diversity and inclusion

workforce planning

EDUCATION

Master of Human Resource Management

2015 – 2019

Cornell University

ACHIEVEMENTS

- Awarded the HR Excellence Award for outstanding contributions to employee engagement.
- Increased employee retention rates by 20% through targeted initiatives.
- Successfully developed a mentorship program that paired over 100 employees with leaders.

LANGUAGES

English

Spanish

French