

Jane Doe

LEARNING AND DEVELOPMENT PROFESSIONAL

CONTACT

email@email.com

(000) 000-0000

City, ST

EDUCATION

Master of Business Administration in Human Resources Management

2016

University, City, ST

Bachelor of Arts in Political Science and Government

2011

University, City, ST

CORE COMPETENCIES

Leadership skills

Relationship building

Human resources

Strategic planning

Problem-solving skills

Policy implementation

Innovation

Talent development

Diversity and inclusion

Creative thinking

Team building

Communication skills

Mentoring skills

Business administration

Analytical thinking

EXECUTIVE SUMMARY

Dedicated professional with over 15 years of in-depth understanding of human resources methodologies and principles. Well-versed in different areas associated with learning, policy implementation, affirmative action guidelines, and employment law compliance. Demonstrated deep familiarity with preparing education plans and high competency in monitoring and evaluating progress. Strong leader with proven problem-solving and conflict resolution skills. Effective in serving as primary liaison with staff members regarding issues and grievances, negotiating resolutions, and mutually beneficial agreements. Possesses a passion for equality, diversity, and inclusion as well as a proven track record of creating harmonious environments. Committed to supporting recruitment efforts with a focus on engaging and retaining talented staff. Sophisticated in communicating and collaborating constructively by relying on excellent interpersonal skills, high-level emotional intelligence, and extensive expertise in employee relations. Confident in the abilities to manage interpersonal relations, conduct onboarding processes for new hires, and implement innovative solutions to recruiting strategies. Eager to master new challenges and contribute to the overall growth of the industry.

PROFESSIONAL EXPERIENCE

College Professor Company

03/18 – Present
City, ST

- Uses a variety of learning modalities and support materials to facilitate the learning process and accentuate presentations, including visual, aural, and social learning methods
- Applied innovative teaching methodology to encourage the student's learning of objectives
- Demonstrating a high level of sensitivity and understanding of the diversity within the community of college students, including diversity relating to academic preparation, socioeconomic level, age, religion, ethnicity and culture, sexual orientation, gender identity, and disability
- Unmatched ability to create a learning environment that encourages student involvement and participation.

Sr. Academic Advisor Company

01/18 – Present
City, ST

- Conducting individual and group student academic advisement, assisting departments with verbal or written academic plans, and interpreting and implementing university policies and procedures in the areas of student enrollment and evaluation.
- Met firm deadlines while applying results-driven and goal-oriented methodology in teaching initiatives
- Facilitated academic and cognitive assessments to provide resource referrals according to individualized needs
- Conducted academic advisement services for students regularly to maintain their educational progression

Academic and Financial Manager Company

11/17 – 01/18
City, ST

- Conducted seminars, workshops, and educational presentations for enrichment opportunities for students
- Managed quality assurance program, including on-site evaluations, internal audits, and customer surveys
- Maintained a high level of discretion and use of independent judgment in analyzing student's situations to develop and implement individualized financial and academic plans