

Senior HR Manager

Sophia Thomas

Professional summary

Seasoned Senior HR Manager with experience in corporate HR management. Proven expertise in developing and executing HR strategies that align with business goals, enhancing employee engagement, and fostering a positive work environment. Seeking a leadership role to drive organizational growth and talent development.

Experience

Senior HR Manager

July 2020 - Now
Wright & Co. Inc. / Chicago, IL

- Spearhead the execution of HR strategies that align with the company's business goals.
- Lead HR business partner teams to support functional departments in addressing staffing needs.
- Implement initiatives aimed at improving organizational culture, employee satisfaction, and retention.
- Advise senior leadership on labor law compliance, employee relations, and organizational change.
- Develop and oversee HR metrics and reports, presenting actionable insights to the executive team.

HR Manager




May 2015 - June 2020
Beacon Global / Chicago, IL

- Managed the day-to-day HR operations, including recruitment, employee relations, and compliance.
- Coordinated onboarding, training, and orientation processes to enhance new employee integration.
- Supported the development of compensation structures and benefits programs.

HR Generalist

March 2012 - April 2015
NextWave Solutions / Chicago, IL

- Administered employee benefits, compensation analysis, and leave management.
- Coordinated employee training programs, including mandatory compliance training.
- Assisted in creating job descriptions, onboarding documents, and other HR materials.

 (312) 555-7362
 sophia.thomas@gmail.com
 United States, Chicago, IL

Education

Master of Science in Human Resource Management

University of Illinois
Graduated: May 2012

Bachelor of Arts in Psychology

University of Chicago
Graduated: May 2009

Certifications

- **SHRM Senior Certified Professional-**, June 2021
- **Senior Professional in Human Resources**, August 2020
- **Certified Employee Benefits Specialist**, November 2018

Skills

HR strategy alignment	<div><div></div><div></div><div></div><div></div><div></div></div>
Workforce optimization	<div><div></div><div></div><div></div><div></div><div></div></div>
Talent acquisition and retention	<div><div></div><div></div><div></div><div></div><div></div></div>
Employee engagement and retention	<div><div></div><div></div><div></div><div></div><div></div></div>
HR compliance and labor law	<div><div></div><div></div><div></div><div></div><div></div></div>
HR metrics and reporting	<div><div></div><div></div><div></div><div></div><div></div></div>
Leadership and team management	<div><div></div><div></div><div></div><div></div><div></div></div>
Conflict resolution and employee relations	<div><div></div><div></div><div></div><div></div><div></div></div>