**NAME, SPHR**

Address

City, Province

Postal Code

***Telephone Number / e-mail address***

**PROFILE**

Senior Human Resource Professional with extensive experience in…

## ACCOMPLISHMENTS

## FUNCTIONAL AREAS OF EXPERTISE

**HUMAN RESOURCES MANAGEMENT**

**COMPENSATION/BENEFIT ADMINSTRATION**

**RECRUITMENT/SELECTION/ORIENTATION**

**PERFORMANCE/CHANGE MANAGEMENT**

***Continues…***

***Page Number, Tel: Number* Name, SPHR**

**TRAINING AND ORGANIZATIONAL DEVELOPMENT**

**NEGOTIATION/LABOUR RELATIONS**

# EMPLOYMENT

COMPANY NAME, City, Province or State **Date Started - Date Ended**

# Job Title (Month/Year)

COMPANY NAME, City, Province or State **Date Started – Date Ended**

**Job Title** (Month/Year)

COMPANY NAME, City, Province or State **Date Started – Date Ended**

**Job Title** (Month/Year)

# EDUCATION AND ADVANCED TRAINING

INSTITUTION NAME, City, Province or State **Date Started – Date Ended**

# Degree, Diploma, Certificate – Specialization, Majors (Month/Year)

SOCIETY FOR HUMAN RESOURCES MANAGEMENT, City, Province or State **May** **2002**

**SPHR Certification (Senior Professional in Human Resources)**

**Advance Training in:**

### INDUSTRY AWARDS

* Reason for receiving the award and name and date of award
* Reason for receiving the award and name and date of award
* Reason for receiving the award and name and date of award

### INTERESTS

**References Are Available Upon Request**