

Amina Patel

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SUMMARY

Dynamic HR Director with over 7 years of progressive experience in talent acquisition, employee engagement, and organizational development. Proven track record of implementing HR strategies that enhance performance and align with corporate goals.

EXPERIENCE

HR Director

Jan 2022 - Present

Tech Innovations Inc., Seattle, WA

- Led the implementation of a new performance management system, increasing employee satisfaction by 30% over one year.
- Developed and executed a recruitment strategy that reduced time-to-hire by 40%, saving the company approximately \$250,000 annually.
- Managed a team of 5 HR professionals, overseeing talent development and ensuring compliance with labor laws and regulations.

HR Manager

May 2019 - Dec 2021

Global Enterprises Ltd., Portland, OR

- Implemented an employee engagement program that improved retention rates by 25% within two years.
- Conducted training sessions on diversity and inclusion, resulting in a 15% increase in employee participation in initiatives.
- Streamlined onboarding processes, reducing onboarding time by 20% and enhancing new hire integration.

HR Specialist

Jun 2016 - Apr 2019

Innovative Solutions Co., San Francisco, CA

- Collaborated with cross-functional teams to redesign the employee handbook, improving compliance scores by 35%.
- Administered employee benefits programs, achieving a 10% cost reduction through strategic vendor negotiations.
- Developed HR metrics dashboards that provided insights into workforce trends, aiding strategic decision-making.

EDUCATION

Bachelor of Science in Human Resource Management

May 2018

University of Washington, Seattle, WA • GPA: 3.7

SKILLS

Technical Skills: Talent Acquisition, Performance Management, Employee Relations, HR Analytics

Tools & Frameworks: Workday, LinkedIn Recruiter, Paychex, HRIS