

Alex BODEN

Human Resources Consultant

Phone: (0405)-000-555 | Email: alex.boden@yahoo.com

ATT: Zane O'Brien

CBSA

Sydney NSW 2000

RE: Position Vacant

Dear Zane,

I saw you recently advertised a position vacant for a HR Consultant and would like to formally apply. I have been working in a HR Consultant capacity for the last few years and quite enjoy the variety and working with a range of people to help and support them in their careers.

As you can see from my application, I have personally developed, delivered and supported a range of HR programs from employee culture and engagements, to change management to performance and remuneration management.

I am happy to discuss my experience, skills and knowledge with you more and have also included a short resume for your review. Please review and contact me when you are ready.

Regards,

A Boden

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SUMMARY

Experience working in not for profit, for profit and labor organizations with proven experience in human resources.

CORE COMPETENCIES

Microsoft Office, Recruitsoft, Bamboo HR, KeyPay

PROFESSIONAL EXPERIENCE

Human Resources Consultant

Sample Corporation - 2020 – Now

Key Deliverables:

- Strategic HR Partner success with employee branding, creating a culture, candidate sourcing and hiring.
- Credited with in innovative HR initiatives impacting 500 plus employees located across a national organization.
- Support activities to over 500 engineers and 40 Managers in the area for organization assessment and design, change management to analyze and address HR needs and provide information, support and advice as needed.
- Manage performance planning and evaluation system aligned to organizational and employee performance and salary and incentive outcomes.
- Counseled employees in relation to performance and skill and knowledge in line with role requirements.
- Sourced and interviews key candidates for select positions.
- Complete succession planning and talent management.

Human Resources Consultant

Kelly Consulting - 2017-2020

Key Deliverables:

- Started a consulting practice delivering HR Solutions.
- Working in partnership with clients to identify Human Capital opportunities to exceed their needs and business objective.
- Revitalized and increased sales recruiting organization following several years of low producing hiring statistics and regular turnover.
- Adapted the sales recruiting profile to reflect the behaviors of external loan officer consultants.
- Redesigned sales recruiter incentive plan and linked to a KPI and reward system.
- Within 60 days, recruiter source hires increased by 25%.
- Sales recruiters were effective in hiring qualified candidates without the use of external search or contingency firms therefore eliminated cost associated with the utilization of agencies.

EDUCATION

2016 - Masters of Business Administration (Business School, Glebe)

2013 - Bachelor of Business (Western University, Orange)

2009 - Diploma of Business (Leadership) (Leadership College, Pymont)
