

Isaac Opara

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Permanent Work Authorization • No Visa Sponsorship Required

Comment [s1]: Use Arial 10 or 9.5 for your font. Be consistent throughout!

Comment [s2]: 1 cell phone number and 1 email address only, please!

Comment [s3]: Your email should end in .com or .net. If not, set up a new one.

Comment [s4]: This lets US employers know you are safe to hire! They are not legally or financially responsible for you.

Comment [s5]: List title, years of experience, and short summary of what you can offer an employer in your field.

PROFESSIONAL SUMMARY

HR Professional with 7+ years of experience in a broad spectrum of HR Generalist Functions including payroll, benefits administration, performance management, policy development, recruiting, and staff training and development. Certified Professional in Human Resources (CPHR) from the Human Resources Certification Institute. HRIS, HRMS, People-Trak, PeopleSoft.

Key Skills: Employee Development & Training
US Legal Issues & Compliance
Employee Counseling

PROFESSIONAL EXPERIENCE

Human Resources Volunteer

American Cancer Society, New York, NY

2/2010 – 5/2010

- Vetted administrative assistant candidates for 1st round interviews
- Maintained employee personnel / medical files leading to better compliance
- Used HRIS to update employee records and ensure more accurate data

Comment [s6]: Even very short term, part-time, unpaid volunteer positions count as professional experience if they are IN YOUR FIELD. You want US employers to know you have US references!

Human Resources Generalist

Resourcery Limited, Lagos, Nigeria

6/2003 – 8/2008

Leading Nigerian information systems and communication technology integrator. Clients primarily include large African banks. Partner with leading global ICT manufacturers including Cisco, Microsoft, and Hewlett Packard. Total staff of 180 across 3 cities.

- Developed and implemented the overtime policy, which defined exempt versus nonexempt employees and defined limit for overtime pay, resulting in a 15% reduction in total overtime costs.
- Created and implemented a process for tracking employee absence and sick leave, reducing absenteeism by an estimated 60% within first 8 months it was in effect
- Improved efficiency and effectiveness of employee feedback forms by introducing penalties for late submission, resulting in enhanced employee-company relations
- Conducted new hire orientation and developed new curriculum, which led to faster on-boarding
- Increased efficiency and accuracy of compensation decisions by gathering information including budget preparation, analyses relating to raises and bonuses, and workforce improvement

Comment [s7]: All dates should include starting and ending years with months, written as numbers flush with the right margin.

Comment [s8]: Add a description of all foreign companies you have worked for. Check their website for impressive content. This makes your foreign experience feel more familiar to US employers.

Comment [s9]: Start bullets with Action Words

Comment [s10]: Include RESULTS in your bullets as often as possible

Human Resources Coordinator

Outsourcing Services Limited, Lagos, Nigeria

11/2002 – 5/2004

Premier recruitment agency in Nigeria with 900+ employees.

- Successfully recruited, interviewed, and hired 30 high caliber employees within 2 months
- Implemented new personnel filing system resulting in accelerated data retrieval and more efficient processing of employee information
- Processed all benefits, leave, termination, and payroll paperwork for new hires and existing employees

ADDITIONAL EXPERIENCE

Customer Service Representative

Home Depot, Hayward, CA

6/2009 – Present

- Consistently exceed credit goals by 15%: drive store credit sales bringing in new customer accounts
- Provide excellent customer service; share ideas and advice about home improvement products

Comment [s11]: This is where you list survival jobs. If you have changed industries you could include your previous jobs in your old industry here.

EDUCATION

B.Sc., Business Administration

Edo State University, Benin City, Nigeria

9/1997 – 6/2001

- *Evaluated by World Education Services (NYC) to be equivalent to a US degree in Business Administration from an accredited institution, 9/2009. Available upon request.*
- *Ranked the most competitive university in Nigeria.*

Comment [s12]: Has your degree been evaluated? If so, list it! It gives your degree credibility!

Comment [s13]: If you went to a top school in your country or region, list that. If you earned merit-based scholarships or academic awards, you can list those as well.

PROFESSIONAL DEVELOPMENT

Human Resource Metrics

NYU, School of Continuing & Professional Studies, New York, NY

Advanced Labor Relations & Employment Law

NYU, School of Continuing & Professional Studies, New York, NY

Administering the Performance Evaluation

Baruch College, New York, NY

Professional in Human Resources (PHR)

Human Resources Certification Institute (HRCI), Alexandria, VA

Mastering Human Resources Management

Association of West African Human Resources Professionals (AWAHRP), Abuja, Nigeria

Building a Balanced Scorecard

AWAHRP, Abuja, Nigeria

International HR: Conference on Best Practices

AWAHRP, Abuja, Nigeria

1/2011 – 5/2011

1/2011 – 5/2011

9/2008 – 12/2008

?/2006

?/Year

?/Year

10/2003

Comment [s14]: List each course separately.

Comment [s15]: List courses even if you haven't finished them yet. Employers should know NOW that you are doing all you can NOW to stay up to date in your field!

Comment [s16]: If your professional development is more recent than your professional experience, you might want to move education and professional development above professional experience on your resume. That way the first date listed at the top of the first page very very recent!

Comment [s17]: List the organization, city, and state or country where you got each professional development course.

Comment [s18]: Conferences count as professional development too.

Comment [s19]: List ALL us and foreign professional memberships

Comment [s20]: Toastmasters is a great organization that can help you with speaking and presentation skills.

PROFESSIONAL ASSOCIATIONS

HRNY, member since 2010

Toastmasters, member since 2009, chapter leader since 2010

SHRM, member since 2009

Association of West African HR Professionals (AWAHRP), member since 2004

ADDITIONAL SKILLS

Computer: HRIS, HRMS, PeopleSoft, People-Trak, Word, Excel, Outlook, PowerPoint

Language: Fluent in English, Igbo, Efik / Intermediate in Spanish

Comment [s21]: List ALL computer skills here. (Unless you are in IT, in which case put them in Key Skills at the top!) List industry specific software first!

Comment [s22]: List all language fluencies (and intermediate), no matter how obscure. Nonprofits need staff with unusual language skills!