**Human Resources Manager**

**Experience**

**ABC Investments,** New York, NY xx/xxxx - Present

**Managing Director, Human Resources**

*ABC Investments is a global alternative investment management firm focused on long/short equity and event driven opportunities with approximately $15 billion dollars of AUM and 175 employees.*

Directly report to the COO and manage a team of four human resources employees. Provide high touch and strategic human resources approach globally in all human resources practice areas including: compensation, performance management, employee relations, recruiting, organizational development, employee engagement, DEI, training and coaching. Oversee all elements of human resources operations.

* Advise senior leadership on strategic initiatives including: organizational changes, succession planning, identifying high potential employees, addressing retention risk, training initiatives and long term hiring plans; key business leaders include Head of Trading, Head of Research, Head of Data Science, CFO, CTO, General Counsel, Head of Investor Relations, Head of Taxation and Head of Risk Management
* Manage compensation process including: creation of firm wide compensation philosophy and guidelines, design of a suite of reports utilized by the Managing Members to streamline decision making processes, partnering with managers on decision making as well as message delivery
* Oversee performance management including: evaluating and redesigning performance management program, design of the web based system, meeting with managers to discuss individual’s reviews, determining talking points for difficult conversations, working with counsel to manage out bottom performers and identifying next steps for top performers
* Design and implement a career development and training framework in an effort to develop and retain employees as well as align individual career growth to the firm. Programming includes engaging managers around core competencies, training for managers and individualized career coaching.
* Engage stakeholders to build consensus to confront organizational gaps and create succession plans for key employees and functions.
* Manage full life cycle recruiting process including: creation and implementation of competency based recruiting model and partnering with the business from determining resource needs through to creating competitive offer packages and closing candidates
* Oversee employee engagement surveys including: gaining buy in from leadership, survey design, analyzing results and communicating themes. Partner with senior leadership to determine action based on data including identifying culture gaps and creating initiatives to address these issues. Initiatives include lunch with senior executives, lunch and learns, town halls, training programs as well as policy/practice changes.
* Implemented strategies and framework to engage employees that resulted in an 8-point improvement in the Annual Employee Engagement Survey.
* Design and implement Diversity, Equity and Inclusion strategy that embeds DEI principles across all human resources practices areas. Strategy includes DEI Commitment Statement, demographic analysis, Employee Resource Groups, recruitment partnerships, training initiatives, equitable policies as well as community partnerships.
* Work closely with counsel to mitigate risks on various matters including employee relations issues, investigation of harassment claims and implementing new or revised laws that impact the industry
* Oversee all human resources operations including: design and implementation of the firm’s HRIS, payroll administration, immigration, benefits administration including annual renewals, on boarding and off boarding, data analysis/reporting and policy review
* Network with human resources professionals in the industry to ensure policies, practices and pay are competitive. Raise concerns and implement changes if determined that the firm is off market
* Supported employee wellness through the introduction of enhanced wellness benefits including the identification of over $500,000 in company savings while maintaining competitive offerings for employees.

**Education**

**University of ABC**, New York, NY

*Bachelor of Science in Finance,* May xxxx

* Cum Laude
* ABC Scholars Award, Fall xxxx and Spring xxxx