

AMELIA ANDERSON

Chief Human Resources Officer

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☎ (123) 456-7890

📍 Secaucus, NJ

🌐 [LinkedIn](#)

WORK EXPERIENCE

Chief Human Resources Officer

Quest Diagnostics

📅 December 2020 - current 📍 Secaucus, NJ

- Introduced a diversity and inclusion strategy that increased underrepresented groups' representation in senior leadership roles by 38%.
- **Managed an HR budget of \$1.3M** and achieved a 7% cost savings through strategic financial planning.
- Initiated an employee wellness program that reduced absenteeism and increased employee satisfaction by 11%.
- Used UltiPro to automate payroll and benefits administration, reducing processing errors by 19%.

Employee Relations Manager

Bristol-Myers Squibb

📅 July 2017 - October 2020 📍 Princeton, NJ

- Developed an employee relations training program that **reduced conflicts by 28% within a year.**
- Successfully mediated and resolved a significant labor dispute, ensuring zero-day work stoppage.
- Reduced procedural complaints by conducting a yearly review of company policies and modifying outdated procedures.
- Facilitated a decrease in employee grievances through proactive interventions and effective communication.

Compensation and Benefits Analyst

Merck & Co., Inc.

📅 May 2015 - May 2017 📍 Kenilworth, NJ

- Dropped pay disparities by 12% by leveraging Visier to analyze compensation data and trends.
- **Ensured accurate compensation for 3,200+ employees** by coordinating with payroll via UltiPro.
- Led a project to redesign the company's healthcare benefits that increased employee satisfaction by 26%.
- Implemented a new performance-based bonus system that boosted employee performance metrics by 24%.

EDUCATION

Master of Human Resource Management

Rutgers University

📅 September 2013 - April 2015

📍 New Brunswick, NJ

Bachelor of Science
Labor and Employment Relations

Rutgers University

📅 September 2009 - April 2013

📍 New Brunswick, NJ

SKILLS

- UltiPro
- Cornerstone OnDemand
- Reflektive
- Jobvite
- Moodle
- Microsoft Teams
- Visier

CERTIFICATIONS

- Senior Professional in Human Resources (SPHR)