

# JIM LINZ

Orlando, FL

908-555-5555

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## Human Resources Generalist/Specialist/Business Partner

*Ready to repeat a track record of success with innovative HR strategies for a world-renowned company.*

### Performance Profile

- ♦ Success in building and maintaining strong, sustainable relationships with employees at all levels of an organization, from senior executives and mid-level managers to professional/technical staff and new hires.
  - ♦ Recent experience and continually growing knowledge/proficiency in core HR functions, including staff recruitment and performance management, compensation and benefits, and HR policy development.
  - ♦ Advanced skills in delivering formal presentations to large and small audiences, as well as providing senior management with astute recommendations for improvement. Frequently recognized as a valuable resource.
  - ♦ Excel in managing multiple projects concurrently, including efforts with internal groups and external entities (consulting firms, 3<sup>rd</sup> party vendors, others). Function effectively in deadline-driven environments.
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### Core HR Competencies

Recruitment & Talent Acquisition ~ Compensation Planning ~ Succession Planning ~ Employee Training & Development ~ Performance Management ~ Employee Relations ~ Organizational Development ~ Job Descriptions ~ Change Management ~ Benefits ~ Employment Laws: ADA, FMLA, OSHA, EEOC, FLSA

### Performance Highlights

**Contribution Award for assistance in generating \$1.5 million in tax savings.  
Over \$940,000 in savings through vendor, purchasing, and relocation strategies.  
Instrumental role in creating the Human Resources department for Sanyo Semiconductor.**

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### Professional Experience

NBI International – Orlando, FL

1991-Present

**Human Resources Senior Specialist**

2004-Present

Promoted to set up newly-formed HR department for 50 employees across 4 cities, reporting directly to the Senior Manager of HR/Legal/General Operations. Developed and implemented policies/programs to support the company's mission and goals. Identified and implemented strategies for reducing costs in several areas.

- ♦ **Achieved \$947,000 annual savings and streamlined efficiency** through selecting cost-saving vendors, centralizing the purchasing function, and relocating offices.
- ♦ Paved the way for a \$787,000 savings by working with legal counsel and investment partners to wind down investment company.
- ♦ **Created personnel files for the 3000+ employees** at NBI since its inception in 1976. Developed new hire packets that outlined policies/procedures/benefits and shortened the learning curve for new staff.
- ♦ **Contributed to development of MBO Incentive System** in a joint effort with an outside consulting firm, HR leaders, and upper management, with the system supporting the company's strategic.

- ♦ **Set up ADP PC for Payroll and enterprise E-Time System** jointly with the Senior HR Manager, enabling online attendance tracking and generation of reports for management to improve data transparency.

**Executive Staff to the President/Chairman**

2001-2004

**Executive Assistant**

1998-2001

Promoted to assist President/Chairman with special project work and provide support in terms of travel, meetings, conferences, presentations, and correspondence. As Executive Assistant, coordinated meeting planning, conference scheduling, and travel/transportation arrangements for the President and executive officers.

- ♦ **Led 6-person SAP implementation team during 5-month transition** from legacy to SAP ERP system. Collaborated with the President on selection of consulting firm and developed manuals to guide staff in use of new system.
- ♦ **Reviewed documentation for several million in funding** of start-up technology companies in line with NBI's leading-edge products. Worked with legal and management teams in finalizing all documentation.
- ♦ **Worked with stock brokers to sell \$10 million-plus in stock** over several years from investments in prior tech companies to achieve significant profit returns.
- ♦ **Led key company outreach project that brought Abuaband Love** to the U.S. for a special performance. Involved in all planning and execution activities for event that earned rave reviews from attendees.

**Information Technology Supervisor**

1997-1998

**Information Technology Assistant**

1991-1997

Promoted to direct team in addressing hardware/software issues affecting staff of 50. As Assistant, oversaw AS/400 operations, maintained legacy system, and worked with Japanese team and local vendor on software modifications. Presented at company's national IT conference on use of Lotus Notes and utilizing databases for various tasks.

- ♦ **Transitioned AS/400 from on-site to San Diego location** and established fractional T1 line for remote access; assisted in transition from Token Ring to Ethernet network.
- ♦ **Migrated operating system from System 36 to OS/400** in a joint effort with IT staff in Japan and local vendor. Contributed to successful migration with zero data lost and minimal downtime.

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## Education & Credentials

**Bachelor of Science in Business Administration, 3.7 G.P.A., Magna Cum Laude**

Ramapo College of New Jersey – Mahwah, NJ

**Licenses/Professional Accreditations:** Completing Professional Human Resources (PHR) Exam, Fall 2010

**Ongoing Education:** Year-End Compensation Strategies, 2007; Misconceptions in HR in NJ, 2006; Think Like an Employment Lawyer, 2006; Assessing Your HR Policies and Practices: Compliance with State and Federal Employment Laws, 2006; PC for Payroll, 2006; Employment Law A to Z, 2005; Worker's Compensation, 2005

**Professional & Community Affiliations:** Member: Society for Human Resource Management, National & FL Chapter. Volunteer: Local Organizations, Meal Delivery to Shut-Ins, 4<sup>th</sup> Grade Pioneer Girls Leader

**Technology Skills Summary:** SAP, ADP PC for Payroll, Enterprise E-Time, AS/400, Windows, Linux, MS Word/Excel/PowerPoint/IE