

Devon Harper

Assistant director of human resources

Richmond, VA | (000) 000-0000 | email@example.com | LinkedIn

Strategic HR leader with experience overseeing staffing, compliance, and employee relations

Assistant director of HR with 10+ years in HR, including five in leadership. Proven record of managing cross-functional HR teams and streamlining processes to improve organizational performance.

Key Skills

- Benefits administration
- Employee engagement
- Leadership development
- Talent acquisition strategy
- Conflict resolution
- HR compliance
- Policy implementation

Professional Experience

ASSISTANT DIRECTOR OF HUMAN RESOURCES | VIRGINIA HOUSING AUTHORITY | RICHMOND, VA | APRIL 2020 – AUGUST 2023

- Supervised team of five HR specialists supporting over 800 employees across the state
- Reduced time-to-fill for key roles by 35% by redesigning the recruitment process
- Led diversity and inclusion initiative that increased minority hires by 20% in two years

SENIOR HUMAN RESOURCES SPECIALIST | COMMONWEALTH SOLUTIONS | RICHMOND, VA | JULY 2015 – MARCH 2020

- Coordinated policy rollout and employee training for new handbook affecting 500+ staff
- Provided coaching to managers during performance evaluation cycles
- Spearheaded employee wellness program, improving engagement scores by 15%

Education

Master of Business Administration (MBA) in Human Resources | University of Richmond, Richmond, VA
May 2015