

EC

Emily Clark

Human Resources

CONTACT INFORMATION



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Tempe, AZ 12345

EDUCATION

- B.A. in Psychology, Arizona State University, 2016
- SHRM-CP, 2019
- PHR, HRCI, 2021

KEY SKILLS

- Workday HCM
- Lattice performance management
- Compensation cycles and calibration
- Employee relations investigations
- Leave administration (FMLA, ADA, PWFA)
- Manager coaching
- M&A integration
- Org design and headcount planning
- Bilingual: English / Spanish

ABOUT ME

HR Business Partner with 8 years supporting sales, customer success, and engineering orgs in mid-size tech. Strength in performance management, manager coaching, and compensation cycles. SHRM-CP and PHR certified.

PROFESSIONAL EXPERIENCE

HR BUSINESS PARTNER | NORTHVANE SOFTWARE, TEMPE, AZ 2021 - PRESENT

- HRBP for a 195-person revenue org covering AE, SDR, and CS teams; partner with three VPs on org design and headcount
- Ran annual performance and merit cycles for the org, including calibration sessions and comp letters; cycle closed on time three years running
- Coached 24 managers through PIPs and terminations; turnover among PIP'd employees who completed the plan was 31% lower than the prior cohort
- Built a leveling guide for the SDR-to-AE career path that HR and sales leadership now use in promo decisions
- Led the integration of 38 employees after the AcuityPath acquisition, including benefits mapping and equity refresh

SENIOR HR GENERALIST | CALDERA HEALTH GROUP, MESA, AZ 2018 - 2021

- Managed employee relations and leave for 320 clinical and administrative staff
- Investigated 47 ER cases over three years, including harassment and ADA accommodation matters; documented findings to legal standard
- Rolled out a new performance review platform in Lattice and trained managers across 4 clinics
- Reduced voluntary turnover in the first-year nursing cohort from 28% to 19% through stay interviews and a revised onboarding buddy program

HR GENERALIST | CALDERA HEALTH GROUP, MESA, AZ 2016 - 2018

- Handled benefits administration and open enrollment for the Mesa clinic
- Supported recruiting for medical assistants and front-desk hires, filling 62 roles in 2017
- Updated handbook policies to reflect new Arizona paid sick leave law