

CW

Cynthia Wright

Human Resources Manager

Senior HR Manager with 12 years across healthcare and professional services. Supports VP-level clients, owns the talent review process, and has led two HRIS implementations. Known for taking on the messy ER cases other managers escalate.

PROFESSIONAL EXPERIENCE

Senior HR Manager I 2020 - Present
Halverson Medical Group, Minneapolis, MN

- HR business partner for 6 clinical and operations VPs covering 880 employees across 14 clinic locations
- Led the Workday implementation across HR, payroll, and benefits with a 9-month timeline and on-budget delivery at \$1.8M total program spend
- Designed and facilitated the annual talent review and 9-box calibration for 140 people leaders
- Reduced voluntary RN turnover from the high teens to 12.4% through stay interviews and a revised shift-differential structure
- Manage a team of 2 HRBPs and 1 HR Coordinator

HR Manager I 2016 - 2020
Cedarbrook Consulting Partners, St. Paul, MN

- Supported a 310-person consulting firm covering recruiting, performance, comp, and employee relations
- Built the firm's first formal promotion process with calibration sessions across 4 practice areas
- Ran investigations for harassment, discrimination, and policy violations; documented and closed cases within 21 days on average
- Partnered with finance on bonus pool modeling tied to project profitability

HR Generalist I 2013 - 2016
Cedarbrook Consulting Partners, St. Paul, MN

- Owned onboarding, benefits, and leave administration for 180 employees
- Implemented a new ATS (Greenhouse) and trained 28 hiring managers on structured interviewing
- Handled day-to-day employee questions on PTO, payroll, and benefits

CONTACT INFORMATION

 (612) 555-0173

 helena.vbright@example.com

 Minneapolis, MN 12345

EDUCATION

- M.A. in Industrial and Organizational Psychology, University of Minnesota, 2013
- B.A. in Sociology, Macalester College, 2011
- SHRM-SCP, certified 2018

KEY SKILLS

- HRIS implementation (Workday, UKG)
- Talent review and 9-box calibration
- Complex employee relations and investigations
- Compensation design and bonus modeling
- Healthcare workforce planning
- Manager and VP-level coaching
- FMLA, ADA, FLSA, Title VII
- Stay interviews and retention analytics

- Greenhouse, Lever, Lattice