

John Smith

Succession Planning Specialist

Results-driven Succession Planning Specialist with 5+ years of experience in developing and implementing comprehensive succession planning programs. Proven track record of increasing internal promotions, employee engagement, and reducing time-to-hire for critical roles.

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EXPERIENCE

Succession Planning Specialist Jan 2020 - Present ABC Corporation New York, USA

Develop and implement comprehensive succession planning programs to ensure seamless leadership transitions

- Analyzed organizational leadership gaps and identified potential successors using data-driven approaches, resulting in a 25% increase in internal promotions
- Designed and delivered targeted development programs for high-potential employees, yielding a 30% increase in employee engagement
- Collaborated with senior leaders to create personalized succession plans, ensuring 95% of key positions had identified successors
- Developed and maintained a robust succession planning framework, resulting in a 40% reduction in time-to-hire for critical roles

Talent Development Specialist Jun 2018 - Dec 2019 XYZ Inc. Chicago, USA

Created and implemented talent development programs to enhance employee skills and readiness for future roles

- Designed and delivered training programs for employees, resulting in a 20% increase in employee skills assessment scores
- Developed and maintained a comprehensive talent pipeline, ensuring 85% of employees had clear development plans
- Partnered with managers to identify and develop high-potential employees, resulting in a 25% increase in internal promotions
- Conducted regular talent reviews and calibrated talent assessments, ensuring 95% accuracy in talent evaluations

PROJECTS

Succession Planning Framework Development

Jan 2020 - Mar 2020

Project Lead

Developed a comprehensive succession planning framework for a Fortune 500 company

Succession Planning Software

Data Analytics Tools

SKILLS

Succession Planning

Talent Development

Data Analysis

Leadership Development

Communication

Project Management

Collaboration

Strategic Planning

LANGUAGES

English

Native

Spanish

Fluent

EDUCATION

Master of Science in Human Resources 2015 - 2017

University of Michigan

Ann Arbor, USA

Human Resources

3.8

Bachelor of Arts in Psychology 2010 - 2014

University of California

Los Angeles, USA

Psychology

3.5

CERTIFICATES

Certified Succession Planning Professional 2020

International Society for Succession Planning

Certification in succession planning and talent development

Certified Human Resources Professional 2018

Society for Human Resource Management

Certification in human resources management

HOBBIES

Talent Development Program Design

Jun 2019 - Aug 2019

Project Lead

Designed and delivered a talent development program for a mid-size organization

Reading

Hiking

Learning Management System

Training Software