

# Jane Doe

Workforce Planning Specialist

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📍 New York City, USA

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## Summary

Results-driven Workforce Planning Specialist with 5+ years of experience in human resources management, workforce planning, and data analysis. Proven track record of delivering strategic workforce plans, improving labor costs, and increasing productivity. Proficient in workforce planning models, forecasts, and analytics, with strong technical and soft skills.

## Experience

### Workforce Planning Specialist

ABC Corporation • New York City, USA • Jan 2020 - Present

Managed workforce planning initiatives, resulting in a 25% reduction in labor costs and a 30% increase in productivity.

- Developed and implemented strategic workforce plans to meet business objectives
- Analyzed labor market trends and provided recommendations to senior management
- Collaborated with cross-functional teams to ensure effective implementation of workforce plans

### Workforce Analyst

DEF Company • Chicago, USA • Jun 2018 - Dec 2019

Improved workforce utilization by 20% through process improvements and efficient resource allocation.

- Conducted workforce analytics to identify trends and opportunities for improvement
- Developed and maintained workforce planning models and forecasts
- Presented findings and recommendations to senior management and stakeholders

## Education

### Master of Science in Human Resources Management

New York University • New York City, USA • Jan 2015 - Dec 2017

Human Resources Management • 3.8/4.0

## Skills

Workforce Planning

Human Resources Management

Data Analysis Communication

Project Management

## Languages

English Spanish

Native Fluent

## Certificates

### Certified Workforce Planning Professional (CWPP)

Association for Talent Development (ATD)

Jun 2020

Certified Workforce Planning Professional (CWPP) certification from the Association for Talent Development (ATD)

### Certified Human Resources Professional (CHRP)

Society for Human Resource Management (SHRM)

Mar 2018

Certified Human Resources Professional (CHRP) certification from the Society for Human Resource Management (SHRM)

## References

### John Doe

Senior Manager, Human Resources

Manager

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