

Hank R. Johnson

123 Main Street • Annapolis, MD 21403 • 410-555-1234 • hank@protypeld.com

Human Resource Management & Operations Management

Goal oriented management professional with proven methods and strategies that immediately contribute to increased profits. Team player with excellent communication and interpersonal skills. Knowledge and expertise in:

Employee Recruitment/Training	Interviews	Workman’s Comp
Employee Benefits	Payroll/Salary	Business Finance/Accounting
Retention Specialist	Solutions Specialist	Background Checks

TECHNOLOGY SKILLS

Proficient in PeopleSoft, Best Software, ACCPAC, QuickBooks, and Peachtree

EMPLOYMENT BACKGROUND

Independent Consultant H. Johnson & Associates <i>Specializing in employee screening, assessment testing for pre-hire/post hire alignment, and employee background checks.</i>	2005 to present Annapolis, MD
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HUMAN RESOURCES

- Implement specialized technology and testing procedures that meet EEO standards, to determine the feasibility, placement, training needs, and productivity of current employees and potential new hires, providing an average savings of \$8,000 to employers.
- Objectively evaluate businesses’ operating procedures, overhead expenses, and employee morale, and recommend appropriate operational/staffing changes, and benefits packages.
- Partner with existing human resources departments to facilitate the hiring/screening process and reduce overall expenses.

Managing Partner Best Beef & BBQ <i>Family restaurant providing dine-in service, carry out, and catering.</i>	2003 to present Kent Island, MD
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BUSINESS & OPERATIONS MANAGEMENT

- Targeted individual investors and secured \$150K in start-up capital.
- Spearheaded marketing and advertising campaign drawing in over \$600K in revenue within first year of operations.
- Experienced 15% growth within first year of operations, exceeding financial goals and expectations.
- Oversee and conduct recruitment, hiring, scheduling, and training for all staff.
- Researched the customer market base and purchased necessary equipment for establishment.

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Director of Human Resources and Operations

The Scarborough Group, Inc/Scarborough Retirement Service, LLC

1996 to 2003

Annapolis, MD

HUMAN RESOURCES MANAGEMENT

- Designed and implemented compensation and benefit packages for entry level through executive level employees.
- Secured services from recruiters to facilitate hiring 15 people in 45 days saving hundreds of thousands in lost revenue.
- Maintained staffing levels during a period of rapid growth, more than doubling the number of employees within three years.

BUSINESS OPERATIONS/FINANCE

- Established the company's management structure creating multiple divisions, and established/monitored benchmarks and goals for each.
- Advised corporate investment structure in properly managing \$1.9 billion in assets.
- Assessed operational needs and purchased necessary hardware/software to facilitate business growth, and increase productivity.
- Oversaw general accounting division, including general ledger, AP/AR, payroll, taxes, audits, cash flow, and inventory.
- Consulted with CFO to prospect budgets and monitor growth.
- Managed employee/corporate investment plans with high profile clients such as GM and ATT.

EDUCATION

B.S. Finance, Salisbury University, Salisbury, MD

PROFESSIONAL DEVELOPMENT

State and Federal Tax and Payroll seminars • MFS Training for Assessments
Profiles International Training • CEBS review course • PHRN review

MEMBERSHIPS & PROFESSIONAL ASSOCIATIONS

Board of Directors, Scarborough Retirement Services, LLC
Society for Human Resource Management (SHRM)
Annapolis Society for Human Resource Management (ASHRM)