

MITSUAKI WATANABE

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HUMAN RESOURCES DIRECTOR

AREAS OF EXPERTISE

- ❖ HR Policies, Processes and Procedures
- ❖ Benefits and Compensation Design
- ❖ Training and Orientation
- ❖ Post Merger Integration
- ❖ Quality and Performance Assessment
- ❖ Recruitment and Employment Management
- ❖ Organization Design and Development
- ❖ Change Management

PROFESSIONAL EXPERIENCE

X Corporation Mon. 20XX-Present
Director, International Human Resources City/State, Country

- Reporting to CEO, joined and served X employees during post merger period to establish and redesign new organization.
- Implemented 360° performance review that significantly improved morale and productivity.
- Currently re-evaluating company-wide compensation structure and redefining process of infrastructure development.

X Trading Co., Ltd Mon. 20XX-Mon. 20XX
Senior Manager, Human Resources City/State, Country

- Managed human resource activities to support over X employees, local and international, in X countries.
- Coordinated executive development program in Asia and the Middle East.
- Initiated, developed, and implemented executive assessment programs. Executives increased skills and knowledge by X% on average.
- Established all human resources functions at start-up subsidiary with X employees.
- Evaluated impact of M&A on human resource activities, interviewing over X employees to determine critical problems.
- Organized and conducted leadership development training for X corporate executives.
- Hired and trained employees to open offices in Europe.

X Manufacturing Company Mon. 19XX-Mon. 19XX
Human Resources Training Manager (19XX-19XX) City/State, Country

- Implemented MBA recruitment program to find future executives.
- Coordinated staff training programs and seminars to ensure workforce skills aligned to corporate goals.
- Assessed needs for corporate training and developed internal communications and employee developmental programs.
- Trained HR staffs to manage daily inquiries, verify employment, conduct interviews, analyze credit reports and schedule new employee training.

Recruiter/ HR Specialist (19XX-19XX) City/State, Country

- Designed and implemented college recruiting program, working directly with College Career Management Center. Recruited recent graduates through Career Fairs and interactive presentations.
- Conducted follow-up surveys to new employees to determine level of placement satisfaction and specific HR needs.
- Developed Employee Orientation Program to reinforce new employees to assimilate and understand company policies and procedures. Reduced turnover rate by X%.
- Supported HR Manager in administration of benefits, payroll and other human resource activities. Led team in consolidation of benefits and payroll departments to achieve X% cost reduction.
- Prepared training plan to refocus employees after major reorganization.
- Reengineered compensation methodology to guarantee competitive reward structure.

EDUCATION

MS Human Resources Management, X University Mon. 20XX
BA Psychology, X University Mon. 19XX