

Allizon Alfonso

Director of Human Resources

A seasoned Human Resources Director with 10 years of experience in driving organizational success through strategic HR management. Proficient in talent acquisition, performance management, and employee relations, with a strong record in developing and implementing innovative HR policies and initiatives. Demonstrated ability to partner with executive leadership, fostering a collaborative environment that promotes employee engagement, diversity, and compliance. Committed to enhancing organizational culture and fostering workforce excellence.

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123 Maple Street, Pittsburgh, PA 
15212

Education

Master of Business Administration in Human Resource Management at Wharton School of the University of Pennsylvania, Philadelphia, PA

Sep 2009 - May 2013

Relevant Coursework:
Organizational Behavior, Talent Acquisition and Retention, Compensation and Benefits, Employee Relations, HR Analytics, Training and Development, Performance Management, Employment Law, and Strategic HRM.

Links

[linkedin.com/in/allizonalfonso](https://www.linkedin.com/in/allizonalfonso)

Skills

Conflict Resolution

Talent Acquisition

Performance Management

Employee Engagement

Workforce Planning

Employment History

Director of Human Resources at Comcast Corporation, PA

Feb 2023 - Present

- Successfully implemented a new HR management system, streamlining processes for over 10,000 employees and reducing administrative workload by 20%.
- Led a comprehensive review of the company's compensation structure, resulting in a 15% decrease in pay disparities and a 10% increase in overall employee satisfaction with compensation.
- Developed and launched a company-wide diversity and inclusion program, increasing minority representation in leadership positions by 25% and achieving a 90% participation rate in diversity training.

Senior Human Resources Manager at Vanguard Group, PA

Aug 2020 - Dec 2022

- Successfully implemented a new talent acquisition strategy that increased employee retention rate by 20% and reduced time-to-hire by 15% within the first year of implementation.
- Streamlined HR processes, including onboarding and performance management, leading to a 25% reduction in administrative workload for the HR team and a 10% increase in employee satisfaction ratings.
- Led a diversity and inclusion initiative that resulted in a 30% increase in underrepresented hires within two years, contributing to Vanguard Group's recognition as a top employer for diversity in Pennsylvania.

Human Resources Manager at Aramark, PA

Sep 2013 - Jun 2020

- Successfully implemented a new recruitment strategy, resulting in a 25% reduction in time-to-fill for key positions and a 15% increase in employee retention over a two-year period.
- Streamlined the onboarding process for new hires, leading to a 40% improvement in employee satisfaction ratings and a 20% decrease in turnover within the first 90 days of employment.
- Reduced overall HR costs by 30% through the implementation of an efficient HRIS system and restructuring of HR processes, which also led to a 10% increase in overall HR department productivity.
- Developed and executed a comprehensive employee training and development program, resulting in a 50% increase in employee performance metrics and a 35% increase in internal promotions.