

# Nakya Balcerzak

Human Resource Consultant

## Profile

A dedicated Human Resource Consultant with 5 years of experience in providing tailored HR solutions to diverse industries. Adept at analyzing organizational needs, developing strategic workforce plans, and implementing effective HR policies. Skilled in talent acquisition, employee relations, and performance management. Demonstrates strong communication, leadership, and problem-solving abilities, committed to driving organizational growth and fostering a positive work environment.

## Employment History

### Senior Human Resource Consultant at WV Human Resource Consultants, WV

May 2023 - Present

- Successfully implemented a new HR management system across 5 departments, resulting in a 20% increase in overall efficiency and a 15% reduction in HR-related errors within the first year.
- Conducted comprehensive training programs for over 200 employees, leading to a 25% improvement in staff retention rates and a 30% increase in employee engagement scores within 18 months.
- Streamlined the recruitment process for WV Human Resource Consultants, reducing time-to-hire by 40% and increasing the quality of candidates by 35% over a two-year period.

### Human Resource Consultant at Mercer HR Consulting, WV

Jul 2018 - Apr 2023

- Successfully implemented a new HR software system for a major client, streamlining their HR processes and reducing their administrative workload by 30%.
- Increased employee retention rate by 25% for a large organization by conducting thorough employee satisfaction surveys and implementing targeted initiatives to address areas of concern.
- Developed and delivered customized training programs for over 500 employees across multiple locations, resulting in an average skill improvement of 40% and a significant increase in overall productivity.
- Conducted comprehensive compensation and benefits analysis for a company with 1,500 employees, leading to the successful negotiation of a more competitive and cost-effective benefits package, saving the company \$1.2 million annually.

## Education

### Master of Business Administration in Human Resource Management at West Virginia University, Morgantown, WV

Aug 2014 - May 2018

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

## Details

[nakya.balcerzak@gmail.com](mailto:nakya.balcerzak@gmail.com)

(796) 735-1666

123 Maple St, Charleston, WV 25301

## Links

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

## Skills

Conflict Resolution

Talent Acquisition

Workforce Planning

Employee Engagement

Performance Management

Organizational Development

HRIS (Human Resource Information System)

## Languages

English

German

## Hobbies

Photography

Gardening

Painting or drawing