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资源总监 DIRECTOR OF HUMAN RESOURCESandy Bin  
15/F,TOWER2 ,BRIGHT CHINA,BUILDING,BEIJING.

OBJECTIVEA career in Personnel

Management/Administration.PROFESSIONAL

EXPERIENCETENNESSEE PAROLE

BOARD,Memphis,TN1991-Present Director of Human Resources

and Staff DevelopmentDevelop and implement policy.Provide

leadership in the areas of personnel,payroll,labor

relations,training,and affirmative action.Administer

personnel/payroll system to meet management and employee

needs.Consult with chairmen,Executive Director,managerial

staff,and supervisors to ensure policy compliance with applicable

statutes,rules,and regulations.Advance agency Affirmative action

plan.Determine appropriate grievance procedures relief.resolve labor

disputes.Act as liaison for regulatory

agencies:EOHS,OER,DPA,State Office of A.A.,and PERA.Maintain

staff training program.Interface with Legal staff in dealing with

progressive discipline and grievances.WILMONT INSURANCE

CO.,Nashville,TN1987-1991 Director of Human

ResourcesMaintained smooth work-flow.supervised claim

adjudication.performed claim payment internal audits.coordinated

activity with reinsurance carriers.

Hired/terminated, trained, oversaw, and delegated personnel. Determined technical decisions and payments. Responsible for computer maintenance (IBM Series I) and updating personnel files to ensure compliance with state/local regulations pertaining to holidays, vacations, etc. 1984-1987 Central Personnel Officer Coordinated statewide reclassification study. organized questionnaires, individual interviews and desk audits. Evaluated/analyzed study data. rewrote job descriptions. prepared study package for legislative approval. Established related managerial files. Dealt with diverse personnel-related projects. EDUCATION Milligan College, TN Course work in Personnel Management and Human Resources, 1990-Present Tennessee Wesleyan College, Nashville, TN B.A. Degree, Management, 1980 Action verbs give job descriptions punch. Continuing education indicates candidates ongoing commitment to his/her career. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)