**First Last name OD HR** surname.lastname@hec.ca

(514) 123-4567 [www.linkedin.com/in/name](http://www.linkedin.com/in/name)

555 Lacombe Street, Apt. 555 Montreal, QC H3T 2A6 English, French, Spanish

 **Profile**

* Solid knowledge of organizational development and design, key employee retention strategies, talent management, succession planning and conflict management
* Familiar with the transportation industry
* Recognized as a strong communicator with a high level of energy and problem-solving abilities
* Computer proficiency: MS Project, MS Office, SPSS

**EDUCATION**

**Master of Science – Organizational Development, HEC Montréal May 20XX**

* GPA: 3.7/4.3 **(expected date)**
* Selected for a semester at the University of Barcelona (winter 20xx)

**Bachelor of Arts (BA) in Psychology, McGill University, Montreal 20XX**

* GPA**:** 3.8/4, Dean’s list

**Experience in Organizational Development and Human resources**

**Summer Analyst, Talent and Rewards, Transportation Co., Montreal May 20XX - …**

Analyzed the profiles of 30 of the company’s top-performing employees

* Identified organizational, leadership and functional competencies leading to success
* Developed a competency Atlas consisting of a list of competencies and technical skills required for eight different functional areas (IT, Business intelligence, Engineering, Strategy, Marketing, HR, Accounting and Logistics)

**Achievement:** Currently providing the company with recommendations on strategies for retaining key employees

**Human Resources Intern**, **Air XYZ, Toronto**

* Coordinated and led a development cell for senior management team in Toronto
* Created and implemented an HR Dashboard to measure key department metrics
* Performed an analysis of an organizational design review

**Achievement:** Recommended areas of improvement to increase efficiency and effectiveness of HR strategies employees

**Teaching Assistant, Human Resources** **(75 undergraduate students), HEC Montréal Fall 20XX**

* Performed research to assist a professor in updating class material
* Led class discussions on various topics related to HR and OD
* Graded assignments and exams

**Achievement:** Received positive feedback from the professor and students regarding my ability to communicate and build interest and motivation

**Research Assistant, Psychology Department, McGill University, Montreal**

* Assisted a professor in research projects related to psychological harassment at work; Interviewed 50 participants, entered and analyzed data using the software SPSS

**Achievement:** Built a climate of trust, confidence and empathy with participants, resulting in a large amount of quality data.

**LEADERSHIP ACTIVITIES AND COMMUNITY INVOLVEMENT**

# Student Representative, Organizational Development Specialization, AECS-HEC Montréal 20XX – 20XX

* Acted as spokesperson for OD students during board meetings of the Graduate Students Association
* Participated in the Advisory Committee meeting led by the Director of the MSc program
* Organized a panel with OD alumni to familiarize students with various career opportunities