

Novella Mundstock

Human Resources Director

✉ novella.mundstock@gmail.com

☎ (686) 581-6456

📍 2754 SE 2nd Ave, Portland,
OR 97202

Education

Master of Science in Human Resources at University of Oregon

Aug 2013 - May 2017

I have learned how to manage and motivate people in order to achieve common goals.

Links

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

Skills

Recruiting

Employee Relations

Training and Development

Compensation and Benefits Administration

Performance Management

Employment Law Compliance

Organizational Development

Languages

English

Bengali

Profile

As a Human Resources Director with over 5 years of experience, I have extensive knowledge in all aspects of HR management. My areas of expertise include recruiting, employee relations, benefits administration, and training & development. I am a strategic thinker who can see the big picture and develop creative solutions to complex problems. I am also an excellent communicator and have superb interpersonal skills that allow me to build strong relationships with employees at all levels.

Employment History

Human Resources Director at Nike, OR

Apr 2022 - Present

- Implemented a new performance review system that resulted in more accurate and actionable feedback for employees.
- Led the development of a new employee onboarding program that reduced turnover by [X]%.
- Negotiated and implemented a new benefits package that saved the company [X]% on premiums.
- Developed and rolled out a new training program for managers on how to effectively handle HR issues.
- Created an employee recognition program that boosted morale and increased retention by [X]%.

Human Resources Manager at Adidas, OR

Aug 2017 - Feb 2022

- Hired and trained a team of 10 human resources representatives.
- Implemented a new performance review process that resulted in a 5% increase in employee satisfaction.
- Negotiated health insurance benefits for employees that saved the company \$50,000 per year.
- Developed and implemented a new employee onboarding program that reduced turnover by 2%.
- Led a company-wide initiative to improve communication between management and employees, which resulted in a 4% increase in productivity.

Certificates

Certified Human Resources Director (CHRD)

Apr 2021

Certified Human Resources Professional (CHRP)

Jan 2020

Memberships

Society for Human Resource Management

American Management Association