



# Hanako Tanaka

ThinkPark Tower 6F, 2-1-1 Osaki, Shinagawa-ku, Tokyo, Japan 141-6006

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## PROFESSIONAL SUMMARY

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Innovative Human Resources Manager with 10+ years of experience covering all HR functions such as Talent Management, Acquisition, Development, HRBP, and C&B on both the operational side and the strategy side. A leader with proven performance in enhancing employee growth and engagement as well as fulfilling organizational staffing needs.

## KEY SKILLS

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|---------------------------|---------------------------|
| ■ Recruitment & Retention | ■ HRIS Knowledge          |
| ■ Employee Relations      | ■ Regulatory Compliance   |
| ■ Training & Development  | ■ Compensation & Benefits |

## LANGUAGES & QUALIFICATIONS

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|--------------------|-----------------------------------------------------|
| ■ Japanese: Native | ■ English: Advanced Business<br>(TOEIC 930 in 2009) |
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## PROFESSIONAL EXPERIENCE

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**ABC Company** | Tokyo, Japan

*April 2014 - Present*

***HR Director***

*April 2017 – Present*

- Responsible for all talent management initiatives for 800 employees across 5 offices in the Japan region, covering from talent acquisition to talent development and employee engagement
- Promote company diversity through organization-wide inclusion surveys to identify gaps and internal issues
- Captured ¥10M in benefit cost reductions and avoided ¥20M of additional cost in retirement plan funding
- Create new compensation structure to improve employee morale and boost performance

***HR Manager***

*April 2014 – March 2017*

- Took charge of all HR activities for 190 employees in the Tokyo office
- Organized employee engagement programs, along with employee wellness and health programs
- Reviewed and improved existing work processes; developed new work procedures for all HR-related



business

- Designed company's first formal performance review program that was later adopted across all divisions

**DEF Company** | Tokyo, Japan

*April 2011 – March 2014*

***HR Manager***

*April 2012 – March 2014*

- Cut benefit costs by 13% through successful vendor management
- Worked in partnership with HR Director to create, implement and improve HR strategies to improve employee engagement
- Conducted monthly trainings on leadership as well as compliance with federal and Japanese labor laws

***HR Generalist***

*April 2010– March 2012*

- Managed staffing and onboarding procedure for administrative, customer service, and sales personnel
- Took charge of payroll, tax filing and electronic records of 400 employees in the company

## **EDUCATION**

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**BCD University** | Osaka, Japan

*2008-2010*

*Master of Human Resources Management*

**EFG University** | Kyoto, Japan

*2004-2008*

*Bachelor of Science in Human Resource Management*

## **INTERESTS & HOBBIES**

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- Basketball
- Musical Theater