

Combination resume



INDICATIONS

Contact

Do not include any personal information: photo, marital status, age, gender, etc.

Be mindful of typos.

Summary

The summary is the synthesis of your resume. It must be brief and sharp.

Focus on skills, education, professional qualifications and experience.

Professional achievements

Showcase the professional achievements that you are most proud of and that are most likely to interest the recruiter.

If possible, quantify these achievements (objective, means, results, team size, etc.).

Professional experience

Describe your tasks using action verbs and concise sentences.

THOMAS ARCHAMBAULT

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Holder of a bachelor's degree in business administration with a focus on human resources, I have over 15 years of experience in human resources management. During this time, I acquired thorough knowledge of the management and coordination of training and selection programs. I am known for my analytical and synthesis skills, strategic vision, humanistic values and efficiency.

PROFESSIONAL ACHIEVEMENTS

- + Developed a five-year training plan that was 100% completed, to the great satisfaction of executives.
- + Developed and coordinated a training program for executives entitled «My employees are at the core of my tasks», which was implemented in 3 branches and contributed to a 10% decrease in turnover rate among non-executive employees.
- + Implemented new work schedule policies (flexible work hours) that reduced absenteeism among non-executive employees by 15%.
- + Complied with the 2003-2006 three-year budget without overruns.

PROFESSIONAL EXPERIENCE

Since 2012

Human Resources Manager

Mediagrif, Longueuil

- Coordinated internal and external training activities, as well as recruitment.
- Defined and oversaw the human resources department budget.
- Organized and conducted briefings on employment policies, compensation and benefits for managers.
- Administered executive development programs.
- Managed the company's quality control program.
- Managed a team of 15 employees.

2008 - 2012

Human Resources Manager

Les fêtes du Carrosse (catering), Longueuil

- Created new positions.
- Implemented policies and procedures for the new department.
- Carried out human resources planning.
- Recruited and selected candidates.
- Managed the training and development of departmental and corporate resources.



INDICATIONS

Education

State your academic achievements from the most recent to the oldest, mentioning the name of the program, the institution, the years completed or the number of credits earned.

Professional development

List all courses taken in relation to your industry, mentioning the name of the program, the institution and the year it was completed.

Social and professional activities

Include both volunteer work and activities within professional associations or boards of directors.

2004 - 2008 Human Resources Advisor
Vidéotron, Montréal

- Managed the company's quality control program.
- Mediated internal labour disputes.
- Managed the renegotiation of the collective agreement.

2001 - 2003 Human Resources Clerk
Les entreprises Dumonchel (plumbing and heating), Laval

- Updated and processed staffing information.
- Implemented internal training activities, conducted follow-ups and wrote reports.

EDUCATION

1998 - 2001 Bachelor of Business Administration
(Human Resources Management)
Université Laval, Québec

1996 - 1998 Diploma of Collegial Studies in Social Sciences
Cégep de Jonquière, Jonquière

PROFESSIONAL DEVELOPMENT

2005 Conflict Management
Université de Montréal, Continuing education

2002 Occupational Health and Safety
Université de Montréal, Continuing education

SOCIAL AND PROFESSIONAL ACTIVITIES

2012 - 2013 Volunteer, Les Robins des Bois restaurant (service)

Since 2015 Volunteer, Maison Amitié
(teaching French to newcomers and refugees)

HOBBIES AND INTERESTS

Painting – pop art, contemporary

Jogging – Participated twice in the New York Marathon

Reading – Crime novels