

Skills-Based 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.

Areas of expertise

Group your skills by type to portray your expertise.

Detail the tasks related to each skill.

In case of career transition, list transferable skills.

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.

AREAS OF EXPERTISE

Employee training and development

- + Developed a five-year training plan for executives.
- + Provided career coaching to managers.
- + Evaluated employee development programs.
- + Organized and conducted training policy briefings.
- + Coordinated internal and external training activities.
- + Analyzed management development needs.

Human resources management

- + Planned human resources needs with directors.
- + Designed and implemented labour relations policies and procedures.
- + Assisted department directors in interpreting and administering employee policies and programs.
- + Ensured compliance with labour laws.
- + Developed job descriptions for open positions.
- + Participated in job interviews and employee selection.

Management

- + Managed a \$1.5 million departmental budget.
- + Administered employee development programs.
- + Managed the quality control program for 15 employees.



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Chronological experience

List positions held along with the name of the company and dates in chronological order.

/ do not include tasks.

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.

PROFESSIONAL EXPERIENCE

Since 2012	Human Resources Manager Mediagrif, Longueuil
2008 - 2012	Human Resources Manager Les fêtes du Carrosse (catering), Longueuil
2004 - 2008	Human Resources Advisor Vidéotron, Montréal
2001 - 2003	Human Resources Clerk Les entreprises Dumonchel (plumbing and heating), Laval

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