**Dhruveshkumar Patel**

Wallington, NJ | (347) 592-6248 │ dhrupatel15@gmail.com

##### Human Resources Professional

**Talent Acquisition | Training & Development | Project Management**

Extensive background in HR affairs, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance. Demonstrated success negotiating win-win compromises, developing teambuilding activities, and environmental safety training programs. Enhance efficiency and consistency in operations by researching best practices and implementing standard operating procedures and policies, training staff in use of these procedures.

|  |  |  |
| --- | --- | --- |
| * Safety Training Programs * Devising Learning Courses * Strategic Planning & Analysis * Organizational Development * Knowledge in Kronos | * Employee Relations * Competitive Intelligence * Application Tracking Systems * Training & Development * Microsoft Office Suite | * Certified Pharmacy Technician * Needs Analysis & Assessment * Alternative Dispute Resolution * Educational Content Expertise * Adobe Software Proficiency |

# Professional Experience

**WALGREENS** 2009 – Present

Honored with multiple promotions throughout tenure at Walgreens due to consistent successful achievement of corporate, team, and individual goals and objectives.

***Store Manager (2015 – Present)***

***Assistant Store Manager (2013 – 2015)***

***Assistant Store Manager-in-Training (2009 – 2013)***

* Streamline training and development for employees, drafting and implementing multiple innovative safety & compliance training course revisions.
* Design and deliver training materials to include training handbooks, job aids, models, multimedia visual aids, computer and web-based tutorials.
* Conduct needs assessments to identify and evaluate concerns and develop resolutions, including Profi­t & Loss (P&L), operations as well as business & pharmacy management.
* Lead and coordinate effective training delivery including implementation, testing and documentation.
* Develop and implement HR strategies and initiatives aligned with the overall business strategy.
* Support business needs through the development, engagement, and preservation of human capital.
* Bridge management and employee relations by addressing demands, grievances or other issues.
* Manage the recruitment and selection process and oversight of the performance appraisal system.
* Report to management, providing decision support through HR metrics, and ensure legal compliance.

# Education & Credentials

Bachelors of Technology in Communication • New York City College of Technology • Brooklyn, NY

Certificate in Desktop Publishing • New York City College of Technology • Brooklyn, NY

Certificate in Purchasing & Supply Chain Management • Queensborough Community College • Queens, NY

Certificate in Employment Law Fundamentals • Queensborough Community College • Queens, NY

Certificate in Understanding the Human Resource Function • Queensborough Community College • Queens, NY

Certificate in Violence Prevention Awareness • Queensborough Community College • Queens, NY