

JUSTIN M. DINNANAUTH, SPHR

JMD@JMDinnanauth.com | 718.764.3966 | www.Linkedin.com/in/jmd-jr | New York, NY

EMPLOYMENT HISTORY

R/GA

January 2023 - Present

Human Resources Business Partner | January 2023 - Present

- Provided HR partnership and owned employee relations for assigned employee groups, about 150 employees, managing employee conflicts and grievances.
- Coached managers on handling performance challenges and creating employee recognition metrics, leading to better supported and more collaborative teams as evident in the increase of positive employee feedback.
- Partnered with department heads on strategies for employee development and business continuity, improving the talent mapping process, building promotional paths for high performers, and creating a succession planning structure.
- Project managed the creation of HR processes and resources, including the performance management process and the employee engagement survey analysis process, resulting in operational efficiency and the identification of internal best practices.

January Digital

January 2020 - January 2023

Human Resources Manager | November 2021 - January 2023

- Steered HR efforts during a period of rapid growth, managing the employee life cycle while ensuring smooth onboarding and offboarding processes for a workforce that doubled from 40 to 80 employees.
- Developed and improved processes, including performance reviews and compensation benchmarking, to optimize HR operations and create more transparency within the company.
- Leveraged employee data and the employee engagement survey results to derive meaningful insights and recommendations, contributing to the growth of the employee engagement survey participation rate by 20% year over year.

Human Resources Senior Coordinator | April 2021 - November 2021

- Created HR policies, including building the company's first employee handbook and the first FMLA policy, ensuring compliance and fostering consistency across the multi-state company.

Human Resources Coordinator | January 2020 - April 2021

- Recommended and implemented HR technology, including Lattice and Greenhouse Onboarding, reducing the time spent on onboarding, performance reviews, and employee feedback surveys.
- Led the planning of monthly employee events and remote friendly employee engagement initiatives.

EDUCATION

Adelphi University | December 2019
Bachelor of Business Administration
Human Resources Management

CERTIFICATION

Senior Professional in Human Resources® Certification
Issued by HRCI
Expires December 31, 2028