

# DELILAH HARRISON

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6284 E. 452 S

Oaktown, UT 62544

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## HR MANAGER

J.D. & Regulation and Compliance

Self-motivated, Innovative, and Loyal professional manifests profound knowledge in a broad range of legal matters and possesses proven expertise in Business Law, Real Estate Law, Labor Law, Government Agencies and Regulations, Human Resources, Employee Relations and Training. Hardworking individual with strong leadership qualities, legal expertise and business management drive to support and further develop company's operations, demonstrates a successful history of exceptional organizational excellence.

Candidate maintains a flawless track record of delivering impeccable HR services. A trusted advisor demonstrates extensive knowledge about human resource development and the keen ability to work with a diverse range of people; successfully orchestrates people processes to optimize business performance. Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures. Energetic professional is focused on delivering excellence in the assigned area of responsibility.

- ✦ Analytical & Detail-oriented Problem Solver
- ✦ Employee Training & Team Development
- ✦ Strong Written & Verbal Communications Skills
- ✦ Judgmental & Decision Making Skills
- ✦ Adept at Organization & Multitasking
- ✦ Proficient Social & Interpersonal Abilities

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## CAREER HISTORY

### DNY Design Solutions

Manager  
Houston, TX

Aug 2015 – Present

- ✦ Devised highly effective **business development and marketing strategies** to generate new prospects, increase brand awareness and strengthen the company credibility; managed all marketing initiatives creating and implementing plans that contribute to enhanced sales and customer loyalty.
- ✦ Implemented organization's people strategy and effectively **managed various HR issues**; successfully **orchestrated the HR department**, proactively working to enhance staffing processes and maximize professional effectiveness; supplied comprehensive direction and ensured every employee understands and complies with all applicable company's and legal policies and procedures.
- ✦ Established and **maintained favorable business relationships**; engaged in a direct communication with multiple clients to discuss over the possibility of developments in the Houston area; performed an extensive research and developed thorough feasibility studies for prospective clients.

### Campus Living Courthouse Fund, USA

Department Manager  
Legal Clerk  
Houston, TX

Mar 2014 – Sep 2015

- ✦ **Demonstrated superior work ethic**, consistently over delivering on results resulting in significant promotion from Legal Clerk to Department Manager in only six months.
- ✦ Acted directly under Corporate General Council; enhanced business professional effectiveness, and drove the organization forward from a staffing perspective through effective personnel management; **provided managerial oversight and strategic guidance** to legal department employees.
- ✦ Produced all work to the agreed standard and within set deadlines, successfully completing all assignments under strict timeline constraints; deliberately reviewed and **organized 20 years of company records**; established confidential and legal information records database.
- ✦ Demonstrated an outstanding ability to train and continually **built staff competence and capabilities**; delivered comprehensive training and educated employees about legal policies and procedures, and governmental regulations and compliance.
- ✦ Applied a **high level of combined business and legal judgement** to all relationships and other issues requiring legal attention; reviewed and edited contracts, corporate formation documents, and addendums to ensure they are complete, and accurate to avoid any breach of contract lawsuits.

- ✦ Effectively and efficiently managed a range of matters of a contentious nature maintaining compliance with industry best practices and company regulations; **performed legal research on government regulations**, corporate organization, copyrights and trademarks, employment law, as well as economic and marketing research for future growth and development.
- ✦ Contributed to a smooth running of the legal activities; juggled a busy work load that included a variety of job responsibilities; presented oral and written presentations to executive board members.
- ✦ Oversaw all staffing initiatives; **interviewed potential employees** for new positions in the legal department, and performed reference checks; built, led and trained the team to deliver excellence.
- ✦ Produced robust and insightful employee reports; **guided and challenged employees** to deliver to their highest potential; ensured maximum efforts are applied towards delivery of optimum business results.
- ✦ Acquired profound knowledge in all areas of **government regulation and compliance**; gained new and updated existing job knowledge to remain informed about novelty in the field.

## EDUCATION & TECHNICAL SKILLS

**South Texas College of Law**, 2013 – 2016, Houston, TX, JD Degree

**Dixie State University**, 2009 – 2012, St. George, UT, B.A. English  
 Student Government - Senator  
 Student Member of the Institutional Review Board  
 University Literary Magazine: Editor  
 Dean's List

Microsoft Office Suite ✦ Lexis Nexis ✦ Westlaw

## NOTABLE HIGHLIGHTS

Instrumental in Updating and Streamlining Legal Department Projects and Databases, *Campus Living Villages Fund, USA* (an international private equity fund based out of Australia, specializing in large student housing real estate);

Helped Found RLC Designs (a Multi-state Civil and Architectural Drafting Service), taking it from a Home Business to a Profitable Multi-Employee Design Firm in Just 2 Years

*References Gladly Provided Upon Request*