

PERSONAL DETAILS

Resides XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Phone XXXXXXXXXXXXXXXXXXXXXXXXXXXX
E-mail xxxxxxxx@msn.com
Date of Birth 12/09/1972
Nationality American (Visa Required)

Education BA Organizational Behaviour and Business (1998)
Memberships Society for Human Resource Management (Since 2010)
Certifications SPHR and GPHR
Languages English, Spanish, Basic German



PROFILE

Certified global, strategic HR professional with 10+ years of business management experience seeking to transform great into superb. Talented at focusing on strengths to stimulate personal and group excellence, build talent and deliver business results. Ability to take control of a situation and make decisions.

Empathic listener, with a background in coaching, managing, mentoring and teaching. Successful record in matrix, multi-site environments; entrepreneurial or turnaround situations; spearheading new initiatives; and transforming innovative ideas into immediate action.

Knowledge of local employment laws for United States, Canada, European Union (specializing in Germany).

MAJOR ACCOMPLISHMENTS

- Led and supported global HR initiatives at XXXXXX, reducing turnover as a result of better hiring decisions. (2008)
- In less than 90 days, established entire accounting and financial infrastructure for growing subsidiary of XXXXXX (2009)
- Diversity: Doubled workforce in 1 year and created on-boarding process to welcome largely Hispanic workforce into culture. (XXXXXXXX 2004)

KEY SKILLS

- Strategic HR Management
- Project Management
- Global Talent Acquisition and Mobility
- Selection/Behavioural Interviewing
- Global Compensation and Benefits
- Technology Implementation/HRIS
- Organizational Effectiveness
- Due Diligence/Mergers & Acquisitions
- Workforce Relations and Risk Management

PROFESSIONAL EXPERIENCE

XXXXXXXXXXXXXXXXX, Inc., XXXXXXXXXXXX Division

2008-2010

Director of Administration (HR, Change and Integration Management)

Initially hired by the board to support the 2009 XXXXXX acquisition, where I served as a key member of the leadership team, playing a pivotal role in the due diligence process. I was retained post acquisition to lead and manage the integration of XXXXXX.

Responsibilities

- Consultant; charged with improving communication and teamwork to achieve synergies and cost saving
- Collaborated closely with corporate and outside counsel regarding real estate, termination matters, and business entity conversion.
- Led and supported execution of global HR initiatives including talent strategies, staff development, performance management, and succession planning.

Key Achievements

- Created benchmarking plan to support annual reviews and recruiting efforts, ensuring competitive pay and benefits for positions.
- Implemented delivery of DDI Targeted Selection training for management, reducing turnover as a result of better hiring decisions.

- Expanded benefit offerings, in parallel generated a reduction in costs.
- In less than 90 days, established entire accounting and financial infrastructure for growing subsidiary. Negotiated accounting, audit, tax, IT services and 10,000 square feet office expansion. Eliminated penalties resulting from incomplete or inaccurate multi-state tax filings. Secured banking and vendor relationships, establishing business credit. Conducted first external audit, overseeing process from RFP to completion.

XXXXXXX & XXXXX, St. Cloud, FL

2006-2008

HR Consultant

Responsibilities

- Directed the firm's strategic HR initiatives
- Led and oversaw its financial affairs as well as a vendor and risk management.
- Managed a team of three direct reports.

Key Achievements

- Facilitated four-day senior management retreat designed to set strategic plan for improving business performance, managing practice and creating more effective working environment.
- Decreased liability insurance costs by one-third, while ensuring adequate coverage and minimizing risk.
- Developed, implemented and enforced policies to create a drug-free workplace to facilitate savings.

XXXXXXX Tax Services, Orlando FL

2004-2006

Director of Operations

Responsibilities

- Recruited to head group of 100+ employees working with the Hispanic population in preparing their tax returns. 12 direct reports.

Key Achievements

- Recruited, trained and mentored 12 Office Managers.
- Led managers in 80 hours of training and 25 employees in 12 week Basic Income Tax and Professional Tax Preparation program. Efforts resulted in 100% conversion rate of training courses and employee retention.
- Won *Top 5 Award* for processing 10,000+ personal and corporate tax returns, providing exemplary service and fostering effective teamwork.

XXXXX Enterprises, Orlando, FL

2003-2004

CONTROLLER

Responsibilities

- Managed HR operations for oldest and largest manufacturer of XXXXXXXXXXXX in the United States. Three direct reports.

Key Achievements

- Doubled workforce over one year period and designed on-boarding process to welcome largely Hispanic workforce into corporate culture.
- Improved employee morale by promoting better communication between labour and management. Conducted employee opinion surveys, established fair and consistent pay practices, and linked performance to rewards.
- Provided guidance for future employee training and development, while confirming each employee was a good fit for their assigned position.
- Integrated and aligned HR function with production, finance and marketing strategy to streamline operations, control risk management and provide value to customer.

PROFESSIONAL DEVELOPMENT

Strategic HR: Delivering Business Results
 Managing Individual and Organizational Change; Role Model Leadership.
 Member: Society of Human Resource Management

XXXX
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To date

REFEREES: 2 high quality referees will be supplied on request.

