

Name

Street Address ▪ City ▪ State ▪ Zip

home: 000 000 0000 | mobile: 000 000 0000 | e-mail: name@name.com

PROFILE

Innovative, dynamic, practical, results-oriented Human Resources professional. Skillful communicator, organizer, advisor, global HR, project/strategic management and performance management. Demonstrated the ability to design and implement human resources initiatives with minimal resources to achieve maximum efficiency for departmental and corporate goals and objectives.

EMPLOYMENT HISTORY

Director, Human Resources

July, 2008 – July, 2009

Company, City, State

(position eliminated)

Marketplace Events is the largest organizer of consumer remodeling, home décor and gardening shows targeting the \$300 billion home improvement market in North America. A former division of dmg world media, Marketplace Events has 85 employees across 11 locations in North America.

- Managed a USD \$1.5 annual HR + benefits budget, which includes – full HR PnL responsibility
- Member of MPE’s Leadership Team
- Managed and had overall responsibility for full aspects of HR, Payroll & Benefits Administration
- Designed and launched a comprehensive benefits plan across US + Canada including GRSP and 401(k) Plans
- Design and managed all the Company’s recruitment strategies from start to finish; this included overall workforce planning and presenting it to the leadership group
- HR Lead on integration of the divesture (M&A) of MPE from dmg world media which included formation of new systems to meet LLC. Formation requirements
- Lead advisor on HR strategic plans and policies/procedures in correlation to corporate objectives; Chair of the Management Team HR Committee
- Presented new compensation strategies to re-align with corporate strategy resulting in a launch on new pay grades and bonus/commission structure

HR Manager, North America

August, 2006 – July, 2008

Human Resources Advisor

November, 2003 – August, 2006

Company, City, State

With events spanning 15 key industries in 25 countries and more than 250 live events and publications, dmg world media is a leader in business information.

- Managed a team of 5 HR professionals, located across North America
- Manage a USD \$2.3 Million annual budget – have full PnL responsibility and accountability of HR budget in North America
 - \$800K annual HR operating budget; \$1.5M annual Benefits budget
- Negotiated a zero (0%) percent increase for the US Benefits Renewal (program) for two consecutive fiscal years i.e. 2007 and 2008
- Lead designer + coordinator (HR and Operations) on a re-structuring that resulted in the loss of forty (40) positions across four (4) offices in North America in one (1) day
- Member of various business division management teams involved in annual and quarterly strategic meetings; Chair of CAD & US Pensions Committee
- Implemented the Global Training Strategy across NA in 12 months; launch was in six office hub locations including a VP-only based session for the senior management
- Designed and presented global talent strategy resulting in the launch of a comprehensive web recruiting presence

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Human Resources Generalist

Company, City, State

August, 2001 – November, 2003

Lifestyles Global Network is an international company (15+ countries) in the network marketing industry that specializes in nutritional and skin care products.

- Designed and implemented the Human Resources function for both the corporate and international group
- Managed the company recruitment strategies which included successful recruitment of VP, International Business Development, VP, Marketing, Director, IT
- Principle advisor on all informal/formal complaints of discrimination and/or harassment, including developing processes in investigating complaints
- Designed and implemented country specific employee handbook, payroll conversion, performance management program
- Designed and delivered training programs to all levels of managerial employees with respects to effective employee relations, hiring for excellence and performance management

Human Resources Coordinator

Company City, State

October, 1999 – January, 2001

Virtual Service Inc. was a third-party Internet host firm that provided back-end software solutions to dot-com organizations. *(VSI is no longer in operation, in light of the Internet bust)*

- Counseled management on disciplinary action and consult on all involuntary terminations
- Managed the company recruitment strategies which involved recruitment of employees at all levels including Chief Financial Officer, Chief Technology Officer and Sr. Legal Officer
- Lead on conversion of HRIS/Payroll system from ADP to Ceridian
- Involved in the implementation of introducing a stock option plan including the required corporate communication

EDUCATION

December, 2003 **CHRP** designation granted by HRP A; member in good standing

September, 1998 - College, City, State
December, 2000 Certificate in Human Resources Management (CHRM)
(part-time) ▪ Certificate granted in December, 2000

September, 1995 - University, City, State
April, 1998 ▪ Completed 3rd Year; major: Political Science

RELATED WORK SKILLS

- Former Chair, HRP A's Annual Conference – 2005, 2006, 2007
- Member, Society of Human Resource Management (SHRM); USA
- Certified by SHRM in the Human Resources Generalist program and the International Human Resources Management program
- Proficient in MS Office, ADP Pay Expert, ADP PC for Windows, Ceridian In-Sync
- Certified by MICA Management in Interviewing & Selecting Exceptional People

REFERENCES AVAILABLE UPON REQUEST