

TITLE: Director, Human Resources

LOCATION: Seattle, Washington

RELOCATE: Yes No Possibly



EXECUTIVE CANDIDATE PROFILE

A highly motivated and accomplished Human Resources leader with over 15 years of proven success. Expertise lies in full cycle management of Human Resources operations with strong experience managing compensation, talent selection, workforce planning, process improvements, employee relations, staff training and development. Working closely with the executive team on strategic planning of Human Resources initiatives that benefit the organization. Supervised teams creating cross training and redundancy for administrative positions.

A proven leader with strong interpersonal skills, keen to motivate and effectively educate and connect department managers and employees regarding all HR matters. Establishing effective and positive working relationships at all levels. Managing sensitive information or situations with the top level of professionalism. Working with the CEO to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees.

Recognition / Achievements

- *Strong merger and acquisition experience. Led the Human Resources process through the merger of two smaller organizations. Developed procedures for assessing and revising organizational policies, benefit plans and organizational structure to accommodate a 40% increase in headcount. Also collaborated with the Executive team on change management strategies throughout the merger.*
- *Developed and presented a four-part series for Managers and Supervisors. The series included: HR & the Law, Communication, How to Write a Performance Review, and Delegation and Training.*
- *Established solid and trusting relationships through exceptional relationship-building skills; utilizing positive interpersonal abilities to secure employee and management trust.*
- *Designed and executed a two-year plan to redesigning and negotiate the benefits that saved a total of \$25,000 annually.*

Education / Designations

- *Bachelor of Business Administration – Northwood University.*
- *Certified Professional through Society of Human Resources – SHRM-CP*

Hobbies / Interests

- *My husband and I love to travel. Every year we take a two-week trip to a country we have never been to before. We enjoy exploring the area and finding out where the local people recommend. It's always an adventure.*
- *When we are not travelling abroad, we spend time either hiking or camping throughout the Northwest United States and Canada.*