

HUMAN RESOURCES DIRECTOR

–Tapping into the power of people to drive strong, tangible organizational results–

Human Resources Generalist with 9+ years of experience complemented by a well-rounded business background. Proven abilities and success in:

- **Strategic Planning** - Worked directly with executive management on development of operational human resource and security policies.
- **Staffing & Compensation & Performance Management** - Developed compensation plans for employee base of up to 2,000. Co-introduced a 360-feedback tool for performance appraisals and employment contracts for executives.
- **Recruitment** - Recruited all levels of employees including administrative, professional, technical, hourly and salaried. Able to swiftly and effectively attract new talent and conduct start-up orientations for large, newly acquired groups.
- **Legal Compliance** - created HR departments from scratch. Wrote and enforced numerous policies and procedures to ensure compliance with corporate, union, federal and state requirements. Well-versed in EEOC and Affirmative Action plans.
- **Employee Development** - Mentored teams of loyal and highly effective staff. Persuaded executive management to upgrade education benefits, and known as a champion for professional development. Led training sessions on human resources topics.

Executive Endorsements:

“Heidi is an exemplary manager and sets an ideal example of what human resources can do to make the organization run more smoothly...”
SVP Operations, Allied National Services

Heidi has a natural ability to hit the ground running and make things happen.”
CEO, Barnes Aerospace

Key attributes & strengths: “People Person” who engages easily with all levels... a strong employee advocate while keeping a focus on the organization’s overall goals... “working” manager who excels at mentoring staff...serious about getting the job done, but recognizes the value of fun and humor in the workplace

EXPERIENCE & ACHIEVEMENTS

ALLIED NATIONAL SERVICES, Racine, WI

2002 to 2007

Director, Human Resources - Corporate & National (2004 - 2007)

Promoted to oversee all human resources functions for a complex shared services organization with 6 subsidiaries and \$700M in contract awards. Oversaw EEO program and recruitment strategies. Directed new employee orientation, outplacement and ensured Affirmative Action goals were met. Represented management in union negotiations. Managed all vendor contracts.

Collaborated with executive management on short- and long- term strategic human resource plans. Developed and managed an annual department budget of \$2.5M and equipment purchase budget of up to \$7M. Directed a team of 3 managers, a secretary and 6 indirect reports. Dotted line oversight of 5 administrative staff. Ensured that all programs, policies and procedures were regulatory compliant. Served on performance management, ISO certification, and policies and procedures committees.

Key Contributions & Results

- ✓ Responded to company’s rapid growth. Developed and implemented policies and programs for functions that included employment, compensation, benefits, performance management, training and development, employee relations and affirmative action within 6 months. Hired and groomed HR staff.
- ✓ Challenged to train human resources staff to support an increased workforce of 2,900 employees, equating to a 400% growth rate in personnel in only 18 months. Supported 1,500 more employees with zero increase in HR staff and minimal overtime. Saved in benefit costs and additional taxes by up to 35% by using shared services.
- ✓ Avoided a potential EEOC compliance issue by researching various college programs, identifying a school with a large minority population and hosting a job fair. Successfully doubled diversity results for compliance that enabled the company to increase contract award fees by 40%. Passed 3 Office of Federal Contract Compliance Programs (OFCCP) audits.
- ✓ Stopped a union takeover effort by working in tandem with legal counsel to plan activities in accord with National Labor Relations Board (NLRB). Saved the company annual labor rate hikes of up to 12% and protected company’s reputation with an important client.

ALLIED NATIONAL SERVICES, *continued...***Manager, Human Resources - Construction Division (2002 - 2004)**

Referred for this position by former direct report. Developed, staffed and directed human resources department for an organization with 60 employees. Developed, implemented and oversaw HR policies and procedures.

Key Contributions & Results

- ✓ Within first week of hire, traveled to perform an analysis of current HR department of a new acquisition and made recommendations to executive management on departmental requirements.
- ✓ Built a human resources department from scratch, and trained a new staff comprised of a benefits manager, 4 recruiters, 2 generalists and a clerk - all within the first 18 months.
- ✓ Facilitated the company's hire of 405 employees across 29 states and a 3-week transition for an EPSSA contract, the largest in company's history. Traveled to each site to meet with management, make presentations, and provide benefits briefings.

WINDSOR AEROSPACE GROUP, Windsor, CT

1998 to 2002

Manager - Human Resources

Managed recruiting, benefit design/set up and employee relations for 49 personnel. Headed up security and site safety committee, oversaw all security files and submission of visit requests at secured sites. Hired and supervised office staff of 7. Handled all office purchases and inventory.

Key Contributions & Results

- ✓ Improved the organization and maintenance of security, benefits and personnel files by 100%, ensuring compliance with Department of Labor and CT state regulations.
- ✓ Reduced on site security violations by 60% by implementing rigorous protocols and procedures.
- ✓ Decreased purchasing costs by 30% through bulk purchasing and by consolidating vendor contracts.

ALLCROFT, MOORE & PRESTIA CONTRACTORS, Longmeadow, MA

1994 to 1998

Office Manager

- ✓ Set up all administrative procedures and human resources functions for a 30-person company.

PRATT TECHNOLOGIES, Hartford, CT

1989 to 1993

Office Manager

- ✓ Recruited by former manager to oversee accounts payable and receivable functions, payroll, and vendor contracts.

Previous Professional Experience: 1985-1989

Worked as an Executive Assistant in positions of increasing responsibility. Gained experience in interviewing, hiring, training and supervising staff. Supported budgeting, MIS and financial reporting. Obtained skills in management services, contract negotiations and management, and drafting proposals.

PROFESSIONAL DEVELOPMENT & AFFILIATIONS

PHR certified (1999)

Mount Majestic College – courses in business management and human resources

Completed Federal Contractor Security Officer program

Technically proficient in MS Office and diverse HRIS applications

Society for Human Resource Management (SHRM)

American Society for Training & Development (ASTD)

The Human Resource Planning Society (HRPS)