

EXPERIENCE

GF-SENIOR HR GENERALIST

San Francisco, CA

12/2013 – present

- Provide a range of human resources support and consultation including but not limited to employee relations, leadership development, performance management, compensation, and organizational effectiveness
- Coach, guide and mentor line managers in their HR leadership functions and responsibilities
- Collaborate with regional HR partners to ensure global delivery of HR services and solutions
- Counsel employees on various topics while maintaining employer advocacy role
- Work closely with line managers to promote positive work environment and generate ideas and programs to enhance employee satisfaction and productivity
- Ensure adherence to HR risk, control and compliance policies and procedures
- Work proactively with the assigned business units in recruitment, training, people development, performance management, retention, succession planning, employee satisfaction, and recognition programs to ensure the success of business initiatives

SENIOR, HR GENERALIST

San Francisco, CA

10/2007 – 08/2013

- Provide excellent change management support and leadership
- Provide advice and counsel to managers and supervisors
- Work and lead in alignment with company's values
- Develop strong business and personal relationships
- Partner with executives to plan and manage leadership pipeline and transitions
- Has worked in commercial business environments and supported at least 500 or more associates
- Drive employee engagement and retention

SENIOR HR GENERALIST

Houston, TX

04/2004 – 06/2007

- Manages own time to meet agreed targets; develops plans for short-term work activities in own area. Explains difficult issues and works to establish consensus
- Provide leadership in knowledge management and performance management as well as continuous improvement efforts and metrics
- Coaches managers on performance management issues and the creation and implementation of performance improvement plans-
- Partner with managers to develop and implement performance management and employee development programs
- Coaches managers on the performance management process and the creation and implementation of performance improvement plans
- Works with HR Manager or Director to develop processes that increase efficiencies or improve quality of services within the department
- May directs performance improvement projects and designs and implements performance improvement interventions

EDUCATION

OHIO UNIVERSITY

Bachelor's Degree in Human Resources

SKILLS

- Strong knowledge of applicable state and federal laws
- Strong interpersonal and communication skills including the ability to deal professionally with difficult individuals and problematic situations
- 3) Able to apply excellent functional computer knowledge in utilizing Microsoft Windows, MAC, or other technical tools in completing assignments
- Proficient knowledge of best practices from past employers, professional networks and continuing education
- Strong change management skills and the ability to partner with leaders to lead change
- Ability to prioritize in a time-sensitive, deadline driven environment. Possess excellent time, project and process management skills
- Creative problem solver with strong attention to detail, organization, and follow-up skills
- Strong organizational skills and attention to detail
- Flexible, highly adaptable and resilient
- Excellent team building skills, self-motivated with the ability to multi-task in a fast paced, high volume environment