

DENNIS OAKE

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SUMMARY

A business leader with a passion for people and a proven ability to deliver results. Experience leading teams, coaching, performance management, training and succession planning. A passion for human resources, developing people and executing engagement strategies to drive retention.

Knowledge Areas:

▪ Full Cycle Recruitment	▪ Coaching and Performance Management	▪ Payroll and Canadian Employment Law
▪ Interviewing	▪ Associate Relations	▪ Training and Development

PROFESSIONAL EXPERIENCE

Solutions

2008 to Present

Human Resources Generalist/Manager

- Accountable for all aspects of the Human Resources Department
- Project Manager for JDA Conversion to the AS400, Website, E-Commerce and new store openings
- Responsible for bi-weekly Head Office, DC/Warehouse and Store Level payroll
- Responsible for creating training & development workshops for staff and managers
- Implemented and oversees Company Benefits Program
- Ensures all Head Office & field positions are filled thru full cycle recruitment processes & in-line with company mission statement
- Provides formal reviews and continuous performance feedback and necessary training
- Implemented & Maintenance of the Employee Recognition Program
- Executes all company initiatives to support company growth and objectives
- Role out of succession planning strategies to promote a hire within culture
- Payroll Maintenance/ Setup
- Creation & Updating of Policies and Procedures Manual
- New Employee Handbook Development
- Roll-out of Manager & Associate Orientation Guides/ On-Boarding Process
- On-going Organized Health & Safety / LP, Customer Service & Shrink Training
- Design & Implementation of "Hiring Standards" and "Model Team" store layout for Solutions
- Bonus Structure Development and Implementation