

Moe Kassem

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Human Resources Management

Business focused and results driven senior HR leader with a record of developing successful strategies and HR solutions at the business unit level. Designs and implements initiatives that change the way people work and contribute. Expertise in Talent Acquisition, Talent Management, Performance Management, Employee Relations, Change Management, Corporate Reorganizations, On-boarding, Reward & Recognition, succession Planning and union negotiations. Passion for building business awareness and employee engagement to achieve results. With International background, easily fit and understand different environments and cultures.

Professional Experience

Syneos Health – 12/2021 – Present Pharmacology/Biotechnology - CRO
Associated Director, HR – Canada Region

Key Accomplishments/Responsibilities

- Collaborated with senior leadership to understand the organizations goals and strategy related to staffing, talent management and retention;
- Served as a subject-matter expert concerning HR requirements and regulations related to employment, employee relations and benefits;
- Responsible for Interpretation of current or changing employment laws, Revised as necessary, employee handbook and management policies/procedures, resolves issues of interpretation;
- Challenged status-quo and served as change agent for new initiatives and organizational changes;

Johnson Controls LLC. – 12/2018 – 12/2021 Building Solutions/Engineering
Senior Regional Human Resources Manager – Canada Region

Key Accomplishments/Responsibilities

- Delivered HR Support to business leaders and employees to drive talent management excellence and enhance employee engagement and leader effectiveness;
- Provided advice on the interpretation of the HR policies and employment legislations;
- Led/participated in HR Projects to drive continuous improvement and relevancy;
- Led Investigation activities, advice, and implement remediation actions where applicable;

ACI / ICAO- Airports Council International (Mission) 06/2016 – 06/2018 Civil Aviation
Senior Human Resources Manager

Key Accomplishments/Responsibilities

- Initiated an employee handbook and developed HR policies and procedures;
- Guided the executive team through organizational restructuring which created a more flexible, cost- efficient workforce;
- Designed an employee engagement strategy that improved morale, retained talent, and business continuity through multiple changes with the executive leadership team;
- Managed recruitments activities with an annual contingency savings of \$200,000;
- Responsible for 2 direct reports.

Professional Experience (Continued)

Brambles - CHEP Canada 01/2015- 06/2016 Supply Chain/Manufacturing
Regional Human Resources Manager - Canada

Key Accomplishments/Responsibilities

- instituted a formal performance management process that built performance accountability into all levels of the process;
- Build a strong relationship with senior management, hiring managers, and HR Business Partners to enable systematic decision making across the team
- served as a strategic adviser on all departmental restructuring, workforce planning business realignment;
- functioned as acting head of Total Rewards, overseeing compensation, Benefits and Wellness team and programs;
- Responsible for 2 direct reports.

Construction Santé Montreal CJV, CHUM (Project) 01/2013- 01/2015 Healthcare/Property Development
Senior Human Resources Manager

Key Accomplishments/Responsibilities

- Improved employee satisfaction 20% by implementing division-wide 360-degree feedback process to identify and correct problems areas;
- Developed and instituted innovative staffing plan that reduced turnaround time (from time to post and time to fill) by 25%;
- Developed policies that addressed discrepancies between the principals; · Simplified performance evaluation processes to achieve buy in throughout the division; · Saved \$150,000 by increasing employee retention and reducing associated cost of new hires; achieved competitive advantage by retaining top talent;
- Responsible for 2 direct reports.

National Holding 02/2008- 01/2013 Investment/Property Development
Regional Human Resources Manager - EMENA

LS2 01/2006- 02/2008 Informational Technology
Human Resources Manager

Education

Bachelor HR Management, Concordia University (2005)
Certificate AODP, Airport Operations Diploma Program (2017)
Certificate **Certified Human Resources Management Professional**, McGill (2010)
Certificate PI (Predictive Index) Practitioner (2018)
Certificate Lean Six Sigma (Yellow belt)

Languages

- English (Fluent)
- French (Fluent)

