MARION D. WINE, SPHR

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### HUMAN RESOURCES EXECUTIVE

Accomplished Executive offering over seventeen years of professional experience in developing and managing new Human Resources and Training and Development concepts, policies, and procedures. Exceptional communicator with a background in supervision of large departments, evaluating processes, organizational dynamics, and individual performance and motivation in international, public and private sectors, including local and foreign government, security, public service, and multi-million dollar distribution operations. Confident, hard working counselor to executive-level business, government, foreign civilian government leaders military professionals, skilled in delivering high-profile, corporate-wide initiatives to facilitate training, Human Resources administration, Labor Relations, and solutions in cost and time-related deadlines. Expertise in:

♦ Strategic Planning ♦ Million Dollar Budget Management ♦ Standards Development

♦ Performance Verification ♦ Corporate-Wide HR Administration ♦ Regulatory Compliance

♦ Resource Management ♦ Motivational Leadership & Training ♦ Operations Management

♦ Executive Consulting ♦ Team Program Design & Development ♦ Payroll Administration

**CAREER HIGHLIGHTS**

* Responsible for 800 Host Country nationals and 300 expatriates and 100 TCN for various contries.
* Set up 10 Security Forces testing centers in the country of Iraq.
* Established Human Resource Management training program for 12 Iraqi ministries.
* Act a mentor to staff of Iraqi Civil Service Training Center during reconstruction efforts.
* Meet with Senior Iraqi Government officials and coalition advisers on Human Resources Management issues.
* Responsible for the oversight and administration of all Human Resources functions in country.
* Coordinate sophisticated, multiple-site military testing procedures designed to measure cognitive ability and ethics in individuals involved in foreign, post-war, and security positions, including police, military, special police, commandos, urban protection, secret police, and national security investigators.
* Counsel high-level military and government officials on test reports, scores, and final interpretations to define candidate character ethics and performance aptitude.
* Worked and lived in Iraq for over 9 years supporting the DOD, DOS, DOJ and USAID.
* Conducted training sessions for high level Military and Civilian officials in the United States, Iraqi and Kurdish governments.
* Strong interpersonal skills with ability to communicate with people from diverse cultural backgrounds.
* Stayed apprised of most current country entry and processing requirements.

**PROFESSIONAL EXPERIENCE**

SOS INTERNATIONAL, Taji, Iraq 01/2015 – Present

***Country Manager of Human Resources Iraq***

* Responsible for Human Resources and recruiting functions in the reactivation of Balad, Taji and Besmaya bases in Iraq.
* Monitor direct hires, third country nationals and independent contractors human resources issues.

ABM GOVERNMENT SERVICES, Hopkinsville, KY 05/2012 – 12/2014

***Director of Human Resources Domestic and International***

* Supervise three Human Resources Managers in three states.
* Oversee all human resources functions for a 4-billion dollar division.
* Over 800 employees domestically and internationally.
* Multi-state and country locations with union and non-union employees.

TECHNICOLOR HOME ENTERTAINMENT SERVICES, Memphis, Tennessee 11/2011 – 5/2012

***Plant Human Resources Manager***

* Supervise Human Resources staff of 10.
* Oversee all human resources issues for the 1 million square foot DVD packaging facility with over 2000 full time employees.
* Multi- site responsibility for 5 other facilities in the Memphis area.
* Liaison with three on-site temporary employment agencies that supply up to 2000 workers per day during peak season. Manage cost per disk unit based on staffing.

RESEARCH TRIANGLE INSTITUTE, Baghdad, Iraq 02/2010 – 09/2011

***Program Director of Human Resources – Iraq***

* Developed, implemented, and directed project-wide HR functions and administration to include employment, employee relations, compensation, recruitment, benefits, employee development training, productivity analysis, and employee activities.
* Oversees the performance appraisal system.
* Arranges issuance and renewal of badges.
* Documents infractions, prepares warning and termination letters.
* Liase with the US Embassy and Iraqi Ministry of Interior to issue Multi Entry and Exit visas for all expat staff.
* Support Chief of Administration by providing technical advice and direction when appropriate. Day-to-day responsibilities in the fields of Human Resources, Operations, Program Administration and Finance
* Assist in overseeing program implementation on a daily basis coordinating administrative, financial, and life support systems required to run the operation in post conflict zones.
* Co-ordinate the identifying and recruiting of consultants (Expatriate and Local) to meet staff requirements, conducting training needs assessments, planning, and development of training programs.
* Oversee joint ventures with partner institutes and subcontractors.
* Responsible for tracking results for all implemented activities.
* Develop effective working relationship and open lines of communications and coordination with project beneficiaries, other donor funded projects and technical implementation teams.
* Oversee day-to-day planning, design and operation of project and sub-contractor technical implementing teams to ensure effective project implementation including supervising budget management, reconciliation of accounts with head office and donor office coordination
* Supervise HR operations and administrative functions, develop internal controls and introduce systems and procedures for effective achievement of project goals
* Conduct site visits to establish field offices as part of the extension program.
* Ensure timeliness of delivery, cost effectiveness and quality of implemented sub-award projects while meeting program targets.
* Prepare monthly & bimonthly report for M&E, ad-hoc reports as required by USAID such as employee matrix.

MANAGEMENT SYSTEMS INTERNATIONAL. Baghdad, Iraq 12/2008 – 12/2009

***Senior Human Resources Adviser (TATWEER)***

* Implement comprehensive reform of federal civil service structures and regulation for the country of Iraq.
* Analyze and define strategies to facilitate Iraqi Civil Service Training Program.
* Implementation of the new level grading structure for Iraqi Civil Servants.
* Advise the Council of Ministers and the Director Generals of Personnel in the Ministries of Agriculture, Human Rights, Justice, Displacement and Migration, Planning and Development Coordination, Health, Water Resources, Public Works, Electricity and Oil.

MILITARY PROFESSIONAL RESOURCES INC. Baghdad, Iraq 06/2007 – 11/2008

***Professor of Human Resource Management***

* Analyze and define strategies to facilitate Iraqi Civil Service Training Program.
* Implementation of the new level grading structure for Iraqi Civil Servants.
* Identify individuals within the Iraqi Ministry of Defense to serve as instructors in the Civil Service Training Center.
* Advise the Director General of Personnel on International Human Resource Management standards.
* Develop core curriculum for Human Resource Management training programs.
* Mentor Iraqi curriculum developers on course design standards.
* Mentor Iraqi Human Resource Management Professor.
* Act as Interim Training Coordinator.
* Provide Human Resources support to the training center.

MORRIS AND MCDANIEL INC: Baghdad, Iraq 07/2004 – 03/2007

***Director of Field Operations Iraq***

* Analyze and define strategies to facilitate Iraqi law enforcement reconstruction missions.
* Train officials from the Iraqi MoI and MoD in behavioral interviewing using results form the Morris and McDaniel scientific selection process.
* Provide all Human Resources support to national and international staff.
* Use the Biometrics Automated Toolset (BAT) to track identity of police cadets and current officers.
* Supervise 12 expatriate site directors in the country of Iraq.
* Direct testing sessions, which include candidate registration and identification, test materials management, distribution, test process supervision, testing security, and instruction clarification through LN translation and support.
* In/out processes employees – initial orientation of new staff upon arrival.
* Oversees the performance appraisal system.
* Documents infractions, prepares warning and termination letters.
* Conducts supervisory/employee training to adhere to corporate policies and programs
* Responds to queries regarding Human Resource policies and employee relations.
* Conducts individual counseling sessions with employees and supervisors related to work performance, discipline and similar issues.
* Oversees procurement of office supplies and equipment.
* Renew all CAC, Passport and LOI documentation for expatriates.
* Responsible for attending all security meetings and maintaining safe travel strategies for expatriates.
* Advise local officials and clients on testing types, requirements, and procedures prior to administration.
* Communicate with military commanders, police chiefs, and government officials to identify appropriate test sites and conditions through extensive evaluation of testing locations, security, life support, technical support, infrastructure, and required test support.
* Recruit, develop, and lead a Local National support team to facilitate test administration, scoring, and reporting, which involved maintaining payroll, scheduling, training, and productivity.
* Establish budgets and accounting procedures for the assigned test site.
* Manage test scoring and result analysis to guarantee validity and determine anomalies.
* Interpret data and compile reports through utilization of statistical tools, illustrations, and scoring ranges to explain score distribution and significance.
* Recommend candidates for leadership and high-profile law enforcement positions.
* Provide instruction on behavioral interviewing and assessment to leadership teams to evaluate candidate honesty and integrity based on test responses.
* Administer on-site testing, evaluation, or training with Field Operation Officials in both war and post-war zones, which involves on-site, travel, and environmental risk.

**EDUCATION**

Southern Illinois University at Carbondale, Carbondale IL 1997

***Bachelor of Science Workforce Education and Development***

GPA: 4.0/4.0

Arkansas College of Technology, Little Rock, AR 1982

***Associate of Science Biomedical Electronics***

GPA: 3.0/4.0

**CERTIFICATIONS**

SPHR 2003

Secret Clearance United States Government (Active) 2012