**Maria G. Bielat HR Training Manager**

*mariabielat@yahoo.com* *224.241.6890*• *Plantation, FL 33322*

Energetic and innovative Human Resources professional with 10+ years of extensive experience in training and development to improve the employee experience. Able to assess organizational and employee needs to develop focused, strategic, and behavioral-based training and resources to ensure the best candidates are selected and retained to propel organizations forward. ***Areas of Expertise include:***

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| --- | --- | --- |
| * Program Development | * Employee Relations | * Predictive Index Assessments |
| * Onboarding Programs | * Recruiting & Retention | * Problem Resolution |
| * Process Improvements * Coaching & Development | * Staff Training & Leadership * Mentorship Programs | * Policy Development & Compliance * Bilingual--Spanish |

**Professional Experience**

**PARAMOUNT STAFFING** • Northbrook, IL (Remote) • 2017 to Present

**Human Resources—Training Manager**

Direct management team in developing solutions for human resources related issues including employee relations, performance management, and training and development. Coach leaders on communication, leadership, and customer service skills and provided resources for improved succession planning to increase retention. Develop training and onboarding for continuous improvement and employee growth. Mentor and train new supervisors on effective leadership skills and practices.

**Key Accomplishments:**

* Led training of management team on new onboarding processes.
* Established consistent performance and expectation through development of onboarding processes for three skilled positions--service coordinator, onsite supervisor, and skilled recruiter.
* Assisted with launch of Predictive Index assessment processes for improved recruiting and team building.
* Implemented new Learning Management System to track training progress and generate reporting.

**SIDLEY AUSTIN, LLP** • Chicago, IL • 2014 to 2016

**Staff PI Training Specialist**

Assisted with roll out of Predictive Index (PI) pilot process, an HR tool to assess the behavioral requirements of positions with instinctual behavioral traits of individuals, for the HR, marketing, finance and IT departments of the organization. Introduced and established familiarity with the PI tool to all departmental management staff.

**Key Accomplishments:**

* Improved recruiting process through implementation of PI tool in sourcing and selecting better-suited candidates for open positions.
* Developed behavioral based interview process training incorporating PI results.
* Improved workplace relationships with creation of team dynamics training to provide data and insight into self-management and co-worker relationships based on personality and traits.

**EXEL, INC.** • Westerville, OH • 2013 to 2014

**Learning & Development Training Manager**

Assessed business needs and developed training curriculum to elevate employee performance. Strategically planned and delivered leadership training for the Learning and Development team.

**Key Accomplishments:**

* Promoted to role and relocated based on performance and impact in HR at Power Packaging.
* Planned and executed six training courses for the Coordinator Enrichment Program (CEP).
* Developed classroom-based training curriculum for 20+ leaders and supervisors to enhance leadership skills focused on understanding the manager versus leader mentality, driving employee morale, onboarding, communication and listening skills, and time management.

**POWER PACKAGING** (Now Exel, Inc.)• St. Charles, IL • 2012 to 2013

**Human Resources Manager**

Developed and implemented strategic HR initiatives for performance management, company policies, and compensation planning and management. Provided guidance and support in resolution of HR related concerns and corrective action plans. Assisted with benefits negotiations with providers to better meet company’s needs and budget.

**Key Accomplishments:**

* Improved employee experience with implementation of programs for safety, engagement, and Value Improvement Process, a program allowing employees to provide feedback on process improvements.
* Managed payroll administrator and summer internship programs.
* Developed trainings for management team and 100+ employees in following topics: Diversity, harassment and FISH theory (program to boost employee morale)

**LANE HOSPITALITY, INC.** • Northbrook, IL • 2007 to 2012

**Employee Relations/ Training Corporate Manager**

Provided bilingual training to over 1k employees on hotel flagship guidelines and safety procedures and ensured compliance with corporate hotel standards, practices and policies. Counseled hotel management staff on performance management and employee relations to elevate leadership. Directed hotel staff on operations including sales, front desk, and maintenance. Traveled 50% of workload to assist in training and establishing new hotel operations within the US.

**Key Accomplishments:**

* Selected to serve as Acting HR Director for multiple hotel properties in assigned territory.
* Established an anonymous employee relations 1-800 line to allow employees to express sensitive concerns.
* Increased employee morale through implementation of best practices and leveraging corporate resources for more effective management.

**Education & Training**

**Master of Human Resource Management**

keller graduate school of management| DEVRY UNIVERSITY

**Bachelor of Science in Technical Management & Organizational Development**

DEVRY UNIVERSITY| Addison, IL

**Predictive Index (PI) Certified**