

# Nicole Rechner

## Senior Regional Administrative Services Manager - ABM Onsite Services

Springfield, PA - Email me on Indeed: [indeed.com/r/Nicole-Rechner/b23da3ec5d231e15](https://www.indeed.com/r/Nicole-Rechner/b23da3ec5d231e15)

Highly effective Management Professional with 20+ years of proven cross-functional leadership experience in Financial Administration & Human Resources. Strengths include identifying the cost/benefit potential of programs/initiatives and effectively communicating fiscal impact to both front line managers and C-Level Executives. Results oriented business partner with the talent to impact bottom line by initiating change and ensuring best practices are followed across multiple business units. Exceptional analytical skills and outstanding communications skills combine to offer multi-faceted HR and Organizational Leadership mentoring.

What sets me apart is my ability to be systematic and analytical in reporting and analyzing financials, yet I still possess impeccable communication skills to report back on financial impacts both internally & externally. My strong points are all too often mutually exclusive of each other in many individuals. However, possessing both characteristics affords me the ability to discuss financials with multiple levels of an organization's management team in such a manner that each audience can understand exactly how their department can more effectively impact their bottom-line.

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Senior Regional Administrative Services Manager

ABM Onsite Services - 2007 to Present

Ensure effective and successful regional HR & Financial Administration processes for \$72M Northeast Division. Reports to RVP & Controller regarding monthly P&L analysis/reporting, monthly closing and journal entries. Manages processes and staff for HR, Finance, and Recruiting. Provide direction, guidance and support to designated branch & regional staff members regarding financial and HR procedures. Maintain effective communication with Managers, RVP, and Controller regarding the fulfillment of business objectives. Ensure that all required financial & SOX reports are completed and submitted in a timely fashion. Formulates annual \$72M budget for region; across multiple branches for Northeast corridor.

#### Philadelphia Region - Branch Manager

ABM Onsite Services - 2003 to 2007

Client contact/sales/relationship manager for \$16M branch operations. Formulates and presents a \$16M budget for Philadelphia branch. Critically reviews monthly financial statements, hiring, and budgets, inclusive of OT, labor, and overall profitability. Preparation, pricing, and presentation of any/all RFP or RFQ's for increased business.

#### Business & HR Administration Manager

ABM Onsite Services - 2001 to 2003

Responsible for the monthly analysis of operational expense control. This includes costs related to overtime, labor, expense control, hiring, and overall P&L management.

- Human Resources/Accounting Specialist (see below - Foulke Associates acquisition)
  - Payroll, AP, AR, Billing, Administration of financial and HR related policies and procedures.

## **Compensation Analyst/HR Generalist**

Plymouth Meeting, PA - 2000 to 2001

Job description analysis and re-leveling of Job Grades; Compensation survey participation and analysis; administer yearly performance reviews, and Merit Increases.

- Recruitment, interviewing, and hiring for various departments; Design and implementation of company-wide recruitment programs and initiatives; Implement sound HR policies and practices. Liaison between employees and C-Level Executives on HR related legal and regulatory issues.

## **Compensation Analyst**

PriceWaterhouseCoopers, LLP - Philadelphia, PA - 1999 to 2000

Market assessment, job evaluation, and development of job descriptions

- Analysis of compensation practices to ensure FLSA compliance of clients
- Preparation of Position Information Questionnaires
- Internet research of Compensation trends
- Organization/Analysis of survey data of national salary ranges for benchmark positions

## **HR Generalist/Accounting Associate**

Foulke Associates - Media, PA - 1995 to 1999

see current employer above - company acquired by ABM)

- Payroll, AP, AR, Billing, Administration of financial and HR related policies and procedures.

## **SYSTEMS/COMPETENCIES**

- JDE 9.1 (ERP)
- BI Reporting/Oracle
- Insight Software
- MS Office and MS Excel (formula, pivot tables, Vlookup tables, advanced level)
- ARM/WFM (Workforce Management - budgeting software)
- Budgeting, Trend Analysis, Profitability Reporting & Analytics
- Valiant/Vision (HR, Payroll, Billing, Scheduling/Reporting)

## **EDUCATION**

### **MA in I/O Psychology/Business Management**

West Chester University

2000

### **BA in Psychology**

Neumann University

1998

## **ADDITIONAL INFORMATION**

### **EXPERTISE**

- 20+ years' experience in all facets of Human Resources/Financial Administration/Business Management.

Financial Analysis HR Generalist Organizational Leadership Annual Budgeting

Accounting Lifecycle Training/Development Compensation/Recruitment SOX Compliance

Expense Reduction Trend Analysis Process/Procedure Design Financial Closings

- Remarkable analytical skills and exceptional communication skills

- Proven cross-functional leadership experience in financial management at Fortune 500/Big 5.
- Bottom-line driven with ability to prioritize multiple projects simultaneously
- Impeccable presentation & training skills for both internal and external clients
- Keen ability to identify cost/benefit potential at multiple levels of P&L (above and below VGP.)
- Ability to effectively communicate financial matters to multiple levels of an organization
- Results oriented & client focused with independent self-starter attitude