

Deborah Wynn

Human Resources Manager

New Port Richey, FL - Email me on Indeed: [indeed.com/r/Deborah-Wynn/bf97fce822a26635](https://www.indeed.com/r/Deborah-Wynn/bf97fce822a26635)

WORK EXPERIENCE

Human Resources Manager

CommuniClique Inc - Arlington, VA - May 2004 to December 2012

Responsible for and facilitated all administrative duties as well as employee relations in order to ensure the managed growth of a successful, fast-paced technical startup company

- Ramped up technical recruiting efforts and creatively sourced candidates for technical positions such as DBA Administrators, Web, Oracle, Java, and Sharepoint Developers
- Created the Commniclique Sales Force Training Program (SFT) in collaboration with company executives; in addition, provided and discussed ROI figures and effectiveness metrics with the CFO
- Regulated compliance with all state and federal HR related business and created an employee handbook complete with stand-alone employee agreements
- Processed bi-weekly payroll; researched, implemented, and administered a benefit and compensation package; procurement and other executive level, administrative duties

Premier NOVA commercial real estate and property management

West Group - McLean, VA - January 2001 to May 2004

Director of Human Resources

- Developed HR policies and Standard Operating Procedures (SOP's) for every department
- Managed three HR support staff positions
- Gained approval and secured funding for implementation of HRMS (Ultipro) resulting in a 30% decrease of time spent on HR administrative duties
- Researched/evaluated three separate wage surveys to update and validate the West Group's existing pay structure; replaced the ranking compensation system with a point method that assigned numerical scores for each position
- Developed West Group's "Fast Start Plan" - sixth month program for new hires identifying tools/resources for success that were made available on day one. Program also assigned a mentor who facilitated an individualized training program that assisted acclimation by identifying a support system and providing all available resources for success

Business Development Manager - HR Ultipro

Push, Inc - Santa Barbara, CA - February 2000 to January 2001

Responsible for the creation, management, and success in a leadership role for the application consulting division of a software application hosting organization - this required extensive HR product knowledge and expertise of an industry leading HRMS payroll system

- Collaborated with Account Executives to coordinate the complete sales cycle of the HRMS product offered - presales, consulting, product implementation, & client training
- Drove future sales, maintained/monitored client accounts, assured complete client satisfaction, oversaw repeat and referral business

Member of the Golden Key National Collegiate Honor Society

Baccalaureate of the Arts - Auburn Hills, MI - June 1997 to June 1997

Auburn Hills, MI

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