**ANTOINETTE (TONI) HANNAH  
(404)272-8431**

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***Experienced Human Resources professional with 15+ years of experience working with Fortune 500 companies seeks opportunity to utilize strong leadership, talent management, human resource consulting and diversity strategy skills.***

***Applicable Experience***

**Talent Management**

* Managed the rotational Professional Development Program (PDP) which included leading, developing and managing the performance of employees in the program as well as managing the PDP budget
* Managed Leadership Development programs for Georgia Power and Southern Company Services, providing guidance to participants, executives, managers and strategic partners
* Extensive partnering and building relationships with company executives to ensure understanding and support of leadership programs
* In partnership with Emory University, created three new leadership programs which incorporate an academic component to company’s leadership development initiatives
* Partnered with HR Delivery teams to provide support for Talent Management initiatives around performance management, employee and leadership development, assessments, workforce planning and diversity
* Provided reporting and demographic analysis in support of Diversity & Inclusion initiatives

**Human Resources**

* Delivered and brokered HR services to customer organizations
* Consulted with organizational executives and their leadership teams regarding performance management, team effectiveness, career development and leadership effectiveness
* Analyzed customer organizations to make recommendations regarding organizational design and organizational effectiveness
* Partnered with customers’ leadership teams to drive succession planning and workforce planning processes
* Provided training in customer organizations around interview skills, resume writing, and compliance around affirmative action goals and good faith efforts
* Audited performance appraisal files and consulted with customers around content in appraisals and field files

**Leadership**

* Managed two departments with a team of 25 employees and two supervisors as direct reports
* 33% of employees were promoted within three years under my leadership
* Coached, developed, disciplined (for improvement) and terminated (if necessary)
* Managed participants in the Professional Development Program
* 100% of participants placed in permanent roles upon completion of the program
* 100% of participants were promoted within two years
* Coached, developed, disciplined (for improvement)
* As Recruiting Manager, managed all recruiters and administrative staff
* Coached, developed, disciplined (for improvement) and terminated (if necessary)

**Budget Management**

* Managed $6 million departmental budget, finding ways to creatively remove costs from the business and work more efficiently while remaining effective and meeting goals
* Manage region’s foundation budget, including grant distribution
* Continuously seek opportunities to increase funding and/or incorporate diverse organizations in to our charitable giving strategy

**Diversity & Inclusion**

* President of African-American Employee Resource Group
* Increased membership by 20%
* Incorporated mentoring component
* Increased student of the business and professional development initiatives
* START EDITS HERE!
* President of African-American Employee Resource Group

**Program Implementation/Project Management**

* Managed Leadership Development programs for Georgia Power and Southern Company Services, providing guidance to participants, executives, managers and strategic partners
* In partnership with Emory University, created three new leadership programs which incorporate an academic component to company’s leadership development initiatives
* As Business Services & Information Manager, consolidated all managed print devices across the state into one statewide contract
* Saved the company $2 million
* Created efficiencies and synergies throughout the company
* Served as Childcare Center Liaison for opening two on-site childcare centers
* Opened on time, on budget and at the targeted enrollment capacity

**Community Engagement**

* Serve on various boards of directors and committees
* Greater Rome Chamber of Commerce: Governmental Affairs Committee Chair
* Rotary Club: Board of Directors and Vocational Committee Chair
* Exchange Club Family Resource Center: Vice President of Board of Directors and Personnel Committee Chair
* Communities in Schools: Board of Directors and Finance/Fundraising Committee Chair
* Boy Scouts of American Northwest Georgia Council: Friends of Scouting Annual Campaign Chair
* Leadership DeKalb (2015 Graduate)
* Leadership Rome (2016 Participant)
* Culture Connect, Inc. – Board of Directors, Advisory Board and Chair of Youth Mentoring Council
* City Schools of Decatur – Rezoning Committee Member and Discipline Committee Member
* Winnona Park Elementary – School Leadership Team
* Cool Girls, Inc. - Volunteer Mentor

**Communication Skills**

* Bachelor of Science degree in Communications with a minor in Journalism
* Exceptional written and oral communication skills
* Strong relationship building skills
* Extensive experience with presenting to C-suite executives
* Prepare speeches and presentations for C-suite executives
* Pen articles for internal newsletters

***Work History***

* Georgia Power (04/01-Present)
* Region External Affairs Manager
* Business Services & Information Manager
* Talent Management Programs Manager
* Bright Generations Childcare Center Liaison (Developmental Opportunity)
* Human Resources Business Consultant
* Talent Acquisition Consultant
* Georgia-Pacific, Student Programs Manager (04/00 – 04/01)
* The Coca-Cola Company, Recruiting Manager (02/97 - 04/00)