

Profile

Results driven, hands-on, strategic HR professional who is highly motivated and a proven performer in Operations and Culture Change Management. Global HR strategist who understands and embraces a sense of urgency while identifying organizational needs and implementing progressive HR Solutions ensuring a positive impact on OE and ROI.

Key Competencies and Skills

- HR/Business Transformation
- Organization Development/Strategic Talent Planning
- Leave of Absence Administration
- Leadership & Team Building
- Creating a metric based safety culture
- Risk Mitigation and Compliance
- Performance Management
- Compensation, Benefits, & Pension
- Financial Intelligence
- Lean Manufacturing
- Kaizen/Kanban/5S
- Labor Relations

Professional Experience



September 2012 - Present

Manufactures building products:
aluminum/steel siding and windows

Reporting to the Director of HR (Ohio) and Site Leaders in Woodbridge, NJ & Long Island, NY. Supporting 125 employees in manufacturing and 60 employees in three (3) regional supply centers. \$100 million business.

Human Resources Manager

- Reduced RIR by 72% from '12 - '16 by identifying leading indicators and increasing employee engagement
- Negotiated collective bargaining agreements yielding a savings of \$50k and union decertification (L.I.)
- Established HR competencies, training, and audit procedures to procure ISO9001:2015 certification
- Saved \$25,000 by renegotiating vendor contracts (Janitorial, Security, Uniform Program)
- Trained front-line leadership on "Just-Cause" reducing grievance exposure by 25%
- Full cycle recruitment yielding 100% retention to date (hard to fill roles)
- Developed scorecard/dashboard improving efficiency by 22%
- Sustained HR strategy increasing bottom line on the P&L by 3%



May 2011 - September 2012

Designs and manufactures advanced
flow controls for defense, commercial
nuclear power with a focus on
valve technologies.

Reporting to Regional HR Director and GM. Responsible for all HR functions in Farmingdale, NY, Seattle, WA, and international recruitment in Mississauga, Canada. Supported 320 ee's.

Senior Human Resources Generalist

- Employee and Labor Relations including step grievance, arbitration, collective bargaining and tactical research
- Introduced career ladder, compensation analysis (salary bands) and succession planning
- Spearhead teams which created an employee handbook and exit survey
- Administered weekly payroll and PTO tracking for 150 employees
- Secured \$60k worth of NY State training funds



August 2007 - April 2011

Telecommunication company providing
cable tv, high-speed internet, digital
phone, and home security.

Reported to RVP of HR; first point of contact for 5 locations in NYC supporting two (2) Call Centers (inbound/outbound) technical operations, construction, sales, IT, Finance, and three (3) payment centers. Supported 1000 employees.

Human Resources Administrator

- Prepared response to litigation: NYS Division of Human Rights, EEOC, NLRB and Unemployment Insurance
- Administered/championed company policies (open door, workplace violence prevention/anti-harassment/EEO)
- Partnered with department head(s) in corrective action proceedings including grievance and arbitration
- Full cycle recruitment for all level job requisitions; highest regional performer: retention, reqs closed
- Restructured new-hire orientation, retention meetings, exit interviews to increase ROI by 15%
- Managed the performance review process for 600 employees
- Leave Administrator for 1800 employees (STD, FMLA, WC)

Education and Career Development



The Pennsylvania State University | Masters Degree

· Human Resources and Employment Relations



Villanova University

· Six Sigma Green Belt Certificate

- OSHA 10-hour and 30-hour General Industry Training
- Power Industrial Truck Train-The-Trainer Certification
- First Aid/CPR/AED

Computer

TMS: Kenexa Recruiter Brassring, Taleo, Cornerstone, OBS, SmartRecruiter
MS Office: Word, Excel, PowerPoint, Outlook, Publisher, Access
Reporting: Cognos, Query (ADP & PeopleSoft), Kronos
HRMS: PeopleSoft, ADP (Enterprise), Oracle ERP

Affiliations

