

Bhavi Desai, SPHR, GPHR

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Chino Hills, CA. 91709

Senior-Level Human Resource Management Professional
Employee Relations | Coaching | Process Improvements | Change Management | Compliance

Experienced Human Resource Management professional with practical knowledge of business concepts and processes. Over 18 years of valuable expertise including diverse industry knowledge in Human Resources. Advanced human capital management skills with the ability to quickly identify problem areas through professional needs assessment and consultative collaboration. Hands-on experience with compliance, change management, organizational structure, team development, and supervisory and management training. Computer proficient in multiple HR applications.

PROFESSIONAL CAREER OVERVIEW

CDI, Ontario CA

October 2016 – July 2017

Site HR Manager at Technicolor (Contract)

- Main point of contact for all compliance, policy interpretation, and ER issues.
- Consulted with site leadership on creating and implementing practices to align with business process.
- Identified gaps and provided coaching to Supervisors and Managers.
- Conducted site HR audit and implemented remedies as needed.
- Managed all HR activities associated with process transfer to Mexico, including site closure.

Aerotek, San Dimas, CA

August 2015 – May 2016

Associate HR Manager at Gilead Sciences (Contract)

- Served as point of contact for assigned groups within the 350-employee manufacturing facility, with responsibilities including compliance, Talent Development, Team Building, Employee Relations and all aspects of employee lifecycle.
- Advised managers on recruitment, selection and placement for exempt and non-exempt positions.
- Created and implemented onboarding program for new employees.
- Coached supervisors, managers, and employees in the assigned divisions.
- Guided clients through the employee development and performance management process.

RGP, Irvine, CA

July 2014 - March 2015

HR Consultant

- Partnered with legal department of a multi-state client (40,000+ employees) on LOA, ADAAA and other workplace compliance.

Insperity, Diamond Bar, CA

August 2008 - May 2014

HR Specialist

- Served as adviser to a diverse group of clients from various industries delivering customized HR service solutions to positively impact client business and ensure compliance with State and Federal laws.
- Collaborated with small business owners and start-up companies to build, redefine and update their HR departments to support each organization's strategic goals and objectives.
- Implemented interview and selection, performance management, succession planning and other processes as needed
- Provided Harassment Prevention and other liability management training and ongoing support to supervisors and managers.

- Utilized HR metrics to support creative solutions for Human Capital Management.
- Delivered strategic support to a variety of businesses supporting growth from 20 to over 100 employees.

HSBC, Pomona, CA
HR Generalist

April 2007 – April 2008

- Streamlined processes of coaching and counseling in the areas of employee relations, performance management and corrective actions.
- Audited and rectified issues with I-9 documentation.
- Considered SME for State and Federal Leave regulations..
- Collaborated with training department to ensure compliance with CA AB1825.
- Liaised between managers, employees and centralized HR functions during implementation of organizational process changes.
- Developed materials to assist in the guidance of employees through the newly implemented procedures.

ORMCO Corporation, Glendora, CA
January 2001 – January 2007

HR Generalist June 2003 – January 2007
HR Coordinator January 2001 – May 2003

- Managed coaching and counseling in the areas of compliance, employee relations, disciplinary actions and review process.
- Worked closely with the VP and legal department to respond to EDD, FEHA and company hotline complaints successfully avoiding litigation by consistent practice and clear documentation.
- Conducted investigations and provided resolution for ER matters.
- Provided recruiting, employee development and compensation support for manufacturing, sales, R&D, engineering, warehouse and distribution departments
- Created programs to develop workforce for anticipated technology, reduce staff turnover, increase productivity and quality.
- Conducted New Hire orientation, Sexual Harassment Prevention and other training as needed.
- Evaluated, selected, and built relationship with vendors resulting in 50% cost reduction and improved service.

EDUCATION AND CREDENTIALS

Bachelor of Science in Pharmacology | University of Dundee, Scotland

CERTIFICATIONS& TRAINING

PHR – Professional in Human Resources Management
 GPHR – Global Professional in Human Resources
 SHRM-SCP – senior Certified Professional

MEMBERSHIP

Society of Human Resources Managers (SHRM)
 Professionals in Human Resources Management (PIHRA)

VOLUNTEER

PIHRA Task Force Volunteer, creating continuing education content for annual HR Professional Conference.