

# CLIENT CONFIDENTIAL

CLIENT CONTACT INFORMATION – CONFIDENTIAL

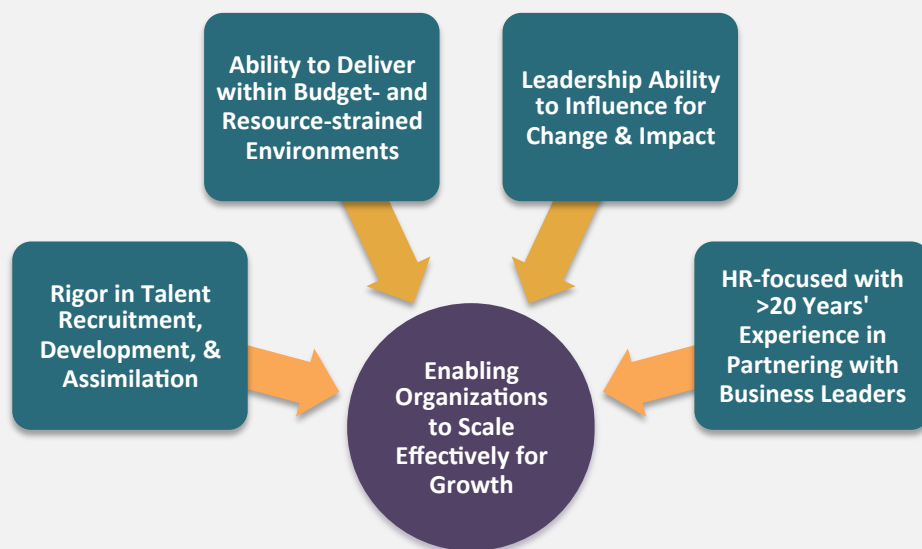
Targeted Objective: **ORGANIZATION DEVELOPMENT LEADERSHIP**

**Improving Organizational Productivity and Business Results through Highly Influential Leadership Focused on Talent Strategy**

**Strategic, collaborative, visionary leader** deeply experienced in working side-by-side with executive leadership in refining talent strategy. Focused on long-term productivity and results through whole-person, holistic approach to employee development and performance management, enabling companies to optimize talent through relevant, targeted HR initiatives.

## VALUE PROPOSITION:

- ✓ **Full Lifecycle Talent Strategy:** Needs & Gaps Analysis, Recruitment, Onboarding, Training & Development
- ✓ **End-to-End Training Program Development:** Methodology, Curriculum, Content & Delivery
- ✓ **Proven HR Leadership in Areas of:**
  - Talent Acquisition and Retention
  - Executive Coaching and Counsel
  - Group Facilitation and Training
  - Employee Performance & Retention
  - Organizational Development
  - Staff Mentoring & Development
  - HR Infrastructure, Systems, Policy
  - Diversity & Inclusion
  - Vendor Management



**SIGNATURE STRENGTHS:** Diagnosing and Addressing Organizational Needs ...Challenging Status Quo ...Influencing for Change ...Coaching for Performance ...Innovating for Impact ...Providing New Level of Discipline in Strategic Planning & Execution

## LEADERSHIP IMPACT, INNOVATION, & CONTRIBUTION:

**CONFIDENTIAL Inc. (formerly known as Confidential Consulting)** | CONFIDENTIAL | 20XX – Present

*Boutique executive recruitment and training consultancy*

**Principal Consultant | Trainer | Coach | Recruiter**

Refocused the business in 2010, launching career development and transition coaching and training segment of the business.

**IMPACT:** Shaped new vision for training curriculum and the delivery of career services, significantly elevating program participant engagement while positively impacting the lives of > 4,000 transitioning professionals to date.

**Upped the game in training curriculum, delivery, and engagement (workforce development programs):**

- ✓ **Played an integral role in helping participants** navigate transition during a monumental change in their lives, giving them the tools, training, and support needed during this time.
- ✓ **Developed and delivered >500 workshops to diverse populations**, with a focus on job search skills and career development. Provided a holistic, whole-person approach to coaching.
  - Customized training curriculum and content as needed to address each unique population's needs and asks, **deriving new level of participant engagement** and learning retention.
  - Recognized for providing **outside-the-box solutions** and innovation in training that won the engagement of diverse audiences ranging from individual contributor to executive leader.
- ✓ **Engaged participants at new levels** by delivering customized training that was realistic and highly relevant to audience needs, while shifting mindset paradigms about what was possible.

From 2002 to 2010, launched and grew business focused on providing contract recruitment, research, and sourcing services to retained executive search firms, assisting in talent recruitment for leading companies, such as The Coca-Cola Company, Shands Jacksonville Medical Center, the Cable Television Association, and more.

**IMPACT:** Grew consultancy quickly based on **highly consultative approach** to profiling and identifying right-fit talent. **Earned reputation for high-quality diversity recruitment across industries;** called on often to lead challenging searches.

<p><b>Drove new level of rigor in talent strategy ...becoming a trusted executive advisor to small businesses and Fortune 1000 clients:</b></p>	<p>✓ <b>Leveraged recruitment philosophy and methodology to up the game in recruitment practices</b>, partnering with clients to ensure right-fit talent identified, hired, and on-boarded.</p> <ul style="list-style-type: none"> <li>- Drove new level of quality in talent recruitment and hiring practices. Held deeper conversations and <b>influenced hiring managers</b> on the need to institute better hiring practices.</li> <li>- Worked closely with clients to <b>clearly understand talent needs, gaps, and requirements</b> and define candidate profiles that met both existing and future needs</li> <li>- Clients including AGL Resources (now Southern Company Gas), CorrectHealth, Rock-Tenn Company (now WestRock), and more.</li> </ul>
<p><b>Delivered award-winning performance and contribution year after year:</b></p>	<p>✓ <b>Gained reputation for ability to find the right-fit</b>, resulting in <b>significantly reduced employee turnover for clients</b>. Continuously recognized for leadership and excellence in recruitment:</p> <ul style="list-style-type: none"> <li>- Hall of Fame as XXXX for Executive Search and Training Consultants in 20XX.</li> <li>- Listed in 20XX and 20XX Top Echelon Network's <b>Top 25% Producing Recruiters</b>.</li> <li>- Recognized in <b>Who's Who</b> in Black XXXX in 20XX, 20XX, and 20XX.</li> <li>- Nominated for XXXXX Chamber of Commerce's <b>Small Business Person of the Year</b> award in 20XX and 20XX.</li> </ul>

**CONFIDENTIAL Inc. (Acquired by CONFIDENTIAL)** | CONFIDENTIAL | 20XX – 20XX  
*IT consulting company and Microsoft partner acquired by XXX*

**Regional Human Resources Manager – Southern Region** | Earlier roles held: Senior Recruiter and Recruiter

**Advanced quickly to roles of increasing responsibility; promoted twice in 2 years.** Tapped for a regional HR leadership role focused on improving talent recruitment and retention practices. Assumed additional oversight for employee relations and special projects.

**IMPACT:** **Enabled the company to meet the demands of a surge in new contracts in 2000 by building talent bench.**  
 Matured the HR function for a young technology company by introducing new HR systems, policy, and programs.

<p><b>Addressed systemic challenges in talent strategy impeding company scalability and growth:</b></p>	<p>✓ <b>Addressed systemic challenges in talent recruitment and retention.</b></p> <ul style="list-style-type: none"> <li>- Challenged the status quo and <b>influenced for change</b>, putting in place a new level of rigor on the front-end in skills assessment, candidate profiling, and interviewing to ensure right-fit.</li> <li>- As a result of these efforts, <b>exponentially improved quality of hire</b>, long-term productivity, and employee satisfaction and retention.</li> </ul> <p>✓ <b>Commended by supervisor for ability to “make things happen.”</b> Recognized for “performing flawlessly within a very difficult employment market.”</p>
<p><b>Created HR infrastructure, systems, and policy to mature the business:</b></p>	<p>✓ <b>Enabled the company to pursue government contracts and scale for growth</b> while mitigating exposure by strengthening HR practices and infrastructure. <i>Key wins include:</i></p> <ul style="list-style-type: none"> <li>- Developed inaugural <b>Affirmative Action Plan</b>, enabling the pursuit of government contracts.</li> <li>- Mitigated risk by championing background check-process and accompanying policies.</li> <li>- Strengthened talent bench by designing an <b>Employment Competency Model</b> for recruitment.</li> </ul>

**CONFIDENTIAL, Inc. (Acquired by CONFIDENTIAL)** | CONFIDENTIAL | 19XX – 20XX

*A data aggregation company acquired by XXXXX*

**Recruiting Manager** | Earlier roles held: Senior Recruiter and HR Consultant

**Promoted within 6 months to lead recruitment strategy**, managing a team of technical recruiters and administrative staff for performance. Additionally oversaw **employee relations** and **diversity planning**.

**IMPACT: Successfully reengineered and rebuilt the corporate IT recruiting department and talent acquisition function**, addressing longstanding systemic challenges in technical recruitment and employee retention.

**Improved organizational productivity through judicious HR strategy:**

- ✓ Created recruiting **vendor management** procedures and managed all vendor relations.
- ✓ Led team that was **recognized by the company for providing outstanding service**.
- ✓ Selected for **Leadership Training** program.

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Earlier Engagement: **Progressive recruitment and supervisory roles, CONFIDENTIAL, Inc. (Acquired by XXXX), CONFIDENTIAL**

**Promoted within 6 months to lead recruitment efforts for Fortune 500 and leading industry organizations**, including Accenture, DeKalb Medical Center, Ernst & Young, IBM, King & Spalding, Booz Allen Hamilton, CARE, Motorola, and Yokogawa. During 3 years, created and managed **training program and materials for new hire orientation** and Job Fair Coordinator.

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#### **EDUCATION, CERTIFICATIONS & CREDENTIALS:**

- ✓ Bachelor of Arts, Sociology, CONFIDENTIAL
- ✓ Registered Organizational Development Professional, International Society for Organizational Development and Change
- ✓ Certified Job & Career Development Coach (JCDC), Certified Job and Career Transition Coach (JCTC), and Certified Entrepreneurship Coach (CEC), The Career Development Network
- ✓ Certified Executive Coach, Certified Master Coach, and Certified Life Coach, an ICF-Approved World Coach Institute
- ✓ Certified Retreat Leader (Facilitator Training), Retreat Coach Network
- ✓ Master Seasons of Change, Deep Nature Insights Training
- ✓ Worked with Assessments including DiSC, Career SkillScan, and others

#### **PROFESSIONAL AFFILIATIONS:**

- ✓ International Society for Organizational Development and Change
- ✓ Mindfulness Association
- ✓ Training Magazine Network
- ✓ Retreat Coach Network
- ✓ Career Thought Leaders Consortium
- ✓ The Career Development Network

#### **ADDITIONAL AWARDS, RECOGNITION & OTHER LEADERSHIP ROLES:**

- ✓ Current Member of XXXXX Volunteer Involvement Program
- ✓ Lifetime Achievement Award in 20XX, Career Directors International
- ✓ Award Recognition in 20XX, Recognized for local community career coaching and training services
- ✓ Featured in 20XX XXXX Chamber of Commerce Annual Report
- ✓ Past Advisory Board Member, XXXXXX magazine
- ✓ Past Executive Member, XXXXX and XXXXX, XXXXXX Chamber of Commerce
- ✓ Past Committee Member, Diversity & Inclusion, XXXXXX
- ✓ Founding Board Member, XXXXXX