
Senior Level Human Resources Professional

Experienced and skilled Human Resource executive with over 20 years of wide-ranging HR knowledge.

Engaged and result-driven Human Resources professional with a proven record of implementing successful strategies and innovative policies that drive profits, strong work culture, and top performance. Analytical and effective, proactively identifying organizational challenges, isolating root causes, and executing effective solutions. Engaging and dedicated to connection and collaboration, communicating easily at all levels, creating clear goals, and strong development programs. Agile and creative, able to tailor HR programs and practices to individual business needs.

Areas of Expertise

- Employee Relations
- Diversity & Inclusion
- Training & Development
- Performance Management
- Benefits Administration
- Policy Development
- Contract Negotiation
- Collective Bargaining
- Worker Compensation
- Payroll Management
- Workforce Planning
- Recruitment & Hiring
- Compliance & Labor Laws
- Problem Solving
- Engagement Strategies

Professional Experience

RADG Holdings, LLC, Mansfield, MA

Vice President, Human Resources, May 2019 - April 2020

The Robert Allen Duralee Group transitioned into single owner RADG Holdings, LLC. A wholesale fabric/furniture company with sales of \$50M and 300 employees in the U.S., Canada, Bulgaria, Haiti, and Thailand.

Chosen by the new owner to lead the global human resources function for multiple companies, navigating the business transition from bankruptcy in a difficult market.

- ◆ Collaborated with the senior sales management team to design and execute a successful recruitment and onboarding strategy resulting in the hiring of 15 account executives within 60 days.
- ◆ Negotiated a new payroll provider contract, reducing payroll/HRIS expenses by 15%.
- ◆ Spearheaded the HRIS conversion to ADP Workforce Now, improving processes and implementing new health and welfare benefits.
- ◆ Developed and conducted engaging and effective organization-wide Sexual Harassment training.

The Robert Allen Duralee Group, Foxboro, MA

Vice President, Human Resources, March 2017 - April 2019

Merged with Duralee Fabrics to become The Robert Allen Duralee Group in 2017, a wholesale fabric/furniture company with sales of \$150M and 650 employees in U.S and Canada; filed Chapter 11 in Feb 2019.

Selected by the new CEO and private equity firm to be a member of the senior leadership team and guide the newly merged company. Earned the respect and confidence of the merging company's management team by delivering on commitments and providing creative solutions to their concerns, unifying goals and creating a collaborative environment.

- ◆ Developed new policies and procedures, including an employee handbook, to reflect newly merged company culture and standardize best practices.
- ◆ Executed new benefit and payroll programs that supported the business and people strategy, while ensuring compliance with ERISA and FLSA.

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The Robert Allen Group, Foxboro, MA

Vice President, Human Resources, January 2006 - February 2017

Family-owned wholesale fabric/furniture company with \$80M in sales and 500 employees in the U.S., UK, & Canada.

Promoted from Director of Human Resources and Showroom Operations in recognition of ability to provide strategic leadership, develop a high performing Human Resources/Payroll team. Managed a team of four Human Resources/Payroll professionals focused on tactical programs and business goal-driven initiatives. Developed and enacted an effective onboarding process for all new hires, improving understanding of company vision and mission, while allowing feedback to drive continuous improvement. Partnered with other senior executives to define and execute established business and human resources strategies as a member of Senior Leadership team.

- ◆ Created an effective new performance management program that set individual performance goals for Executive, Exempt, Non-Exempt and Sales personnel, to align expectations with company goals.
- ◆ Designed and implemented a succession planning tool utilizing 9-Box to identify internal talent.
- ◆ Led a five person team, including the HR director, two HR managers, Payroll Manager, and Commissions Analyst, updating all HR/Payroll policies.
- ◆ Created engaging and popular communication vehicles, such as a weekly “good news” message that fueled employee connection and a positive workplace culture.
- ◆ Facilitated monthly meetings with senior management and a rotation of staff members, allowing staff to share insights and proposals to improve business operations.
- ◆ Established Affirmative Action programs in compliance with OFCCP requirements.
- ◆ Reduced operating expenses by 15% through vendor negotiation and operational improvements.

Human Services Management Corporation, Milford, MA

Director, Human Resources, November 2001 - January 2006

A shared management services organization providing support to non-profit and for-profit organizations.

Human Resources business partner to the Executive Director/President of four separate organizations with 800 employees. Designed and implemented human resources programs, policies, and procedures to comply with federal and state laws and state regulatory agencies. Continuing Education Advisory Board member, approved by IACET to grant IACET CEUs.

- ◆ Developed and administered benefit and compensation programs of four unique client organizations, including five separate 401(k) /403(b) plans.

Additional Experience:

Human Resources Manager, Marine Optical Group, Inc., South Easton, Massachusetts (8/99-10/01)

Directed HR functions for 200+ exempt and non-exempt employees; reduced administrative costs by 25%.

Human Resources Manager, Filene's, Natick, Massachusetts (10/95-8/99)

Partnered with union Business Agent representing over 400 union employees. Created successful seasonal hiring strategies to recruit, hire, and train over 300 employees within a two month period.

Education

Bachelor of Science in Health Care Administration (*cum laude*), Stonehill College, North Easton, MA

Certifications: SPHR Certified by HRCI (2000-2016); SHRM-SCP Certified (2015-2019)

Professional Membership: Member of SHRM and NEHRA

Technical Proficiencies: Microsoft Office; Ceridian Dayforce; ADP Workforce Now