

**SENIOR HUMAN RESOURCES LEADER****SUMMARY**

Purposeful Senior Human Resources leader who leverages a collaborative approach to inspire organizational prominence and a dedication to shared goals in multiple industries. A strategic business partner and catalyst for positive, well-organized change, with the ability to uncover opportunities for innovation and define the path forward. Repeated success injecting a culture of excellence to unlock the organization's potential. Reenergizes underperforming operations to a sustainable competitive advantage. A highly resourceful and initiative-taking professional with a history of consistently exceeding expectations, driving business growth, and inventing ways to attract and retain first-rate talent while reducing time-to-hire and cost-to-hire.

- A highly adaptable business partner and agile communicator, explores innovative and unconventional solutions to strengthen people programs, enhance operational infrastructure, and boost corporate and people capabilities in response to evolving business requirements.
- Manages large-scale projects from concept to execution; designs enterprise-wide systems, procedures, and policies to enhance organizational effectiveness and efficiency.
- Strengthens staff development programs to accelerate flow of high-potential employees into critical talent pipeline.
- Leverages blend of business savvy, influential communications, and visionary leadership to drive best-in-class HR organization and bottom-line financial performance.
- Meticulously guides the development of performance-driven, customer-driven, and market-driven organizations through periods of accelerated growth and business downturn.

**PROFESSIONAL COMPETENCIES**

- |                                   |                               |                                |
|-----------------------------------|-------------------------------|--------------------------------|
| ◆ Executive Leadership            | ◆ Performance Management      | ◆ Program & Policy Development |
| ◆ Cultural Transformation         | ◆ Data-driven Improvement     | ◆ Change Management            |
| ◆ Employee Relations & Engagement | ◆ Diversity & Inclusion       | ◆ Contract Negotiation         |
| ◆ Succession Planning             | ◆ Recruitment & Onboarding    | ◆ Training & Development       |
| ◆ Benefits & 401k Administration  | ◆ Creative Problem Resolution | ◆ Compliance & Labor Law       |
| ◆ Operational Transformation      | ◆ Payroll Management          | ◆ Multi-site Operations        |

**PROFESSIONAL EXPERIENCE**

RADG HOLDINGS, LLC, Foxboro, MA 2006 - 2020  
 Wholesaler and manufacturer of fabric / furniture with sales of \$50M and 350 employees in U.S and Canada. The Robert Allen Duralee Group transitioned into single owner RADG Holdings, LLC in 2019.

**Vice President, Human Resources** (2019 - 2020)

Performance excellence led to selection by the new owner to lead the human resources function for multiple companies, navigating business transition from bankruptcy in a difficult market. Managed 3 direct reports.

- Partnered with senior Sales Management team to design and execute successful recruitment and onboarding strategy, resulting in hiring of 15 world-class account executives within 60 days.
- Spearheaded HRIS/Payroll upgrade to ADP Workforce Now, improving processes and reducing expenses 15% by negotiating new payroll provider contract. Completed Payroll implementation in less than 6 weeks.
- Implemented new health and welfare benefits in less than 30 days. Conducted open enrollment meetings for employees nationwide and manually enrolled employees onto new benefit plans.
- Developed and conducted engaging and effective organization-wide sexual harassment training.
- Established 401k plan with new provider. Added benefits such as immediate enrollment, auto enroll and auto escalate to increase plan participation and encourage saving for retirement.
- Managed office move for 40 people additionally saving 20% in lease expenses with new location. Collaborated with landlord to renovate space to create a more open and collaborative work environment.

RADG HOLDINGS, LLC continued

**Vice President, Human Resources**, The Robert Allen Duralee Group (2017 - 2019)

Merged with Duralee Fabrics & Furniture to become The Robert Allen Duralee Group in 2017; filed Chapter 11 in Feb 2019. Specially selected by the new CEO and Private Equity firm to serve as a member of the Senior Leadership team and guide the newly merged company. HR accountability for 650 employees with 6 direct reports.

- ◆ Earned respect and confidence of merging company's management team by delivering on commitments and providing creative solutions to their concerns, unifying goals, and creating collaborative environment.
- ◆ Developed and implemented new policies and procedures, including employee handbook to reflect newly merged company culture and standardize best practices.
- ◆ Collaborated with VP, Operations and Director, Training to create classroom, webinar and one-on-one training to on-board Duralee employees to Robert Allen operating systems.
- ◆ Reduced headcount by 25% in 9-month period post-merger. Partnered with Private Equity team, CEO, and other senior leaders to identify areas for headcount reduction and created plan to communicate those changes. Developed new workforce plans to ensure all job functions were covered while reducing headcount.
- ◆ Compassionately managed layoffs for 350 over 2-year period. With no outplacement budget, worked with state Rapid Response teams and assisted with resume writing and conducted on-site job fairs with local employers.
- ◆ Converted 350 Duralee employees onto new company's Payroll / HRIS and benefit programs that provided better coverage. Saved 10% in payroll expenses by moving to bi-weekly payroll.

**Vice President, Human Resources**, The Robert Allen Group (2014 - 2017)

**Director, Human Resources & Showroom Operations** (2006 - 2014)

Wholesale fabric / furniture company with \$80M in sales and 500 employees in the U.S., UK, & Canada. Promoted from Director of Human Resources & Showroom Operations in recognition of ability to deliver strategic leadership and develop a high-performing Human Resources / Payroll team. Managed a team of 5 Human Resources / Payroll professionals focused on tactical programs and business goal-driven initiatives.

- ◆ Developed and executed successful onboarding process for all new hires, improving understanding of company vision and mission, while allowing feedback to drive continuous improvement.
- ◆ Collaborated with other members of Senior Leadership team to define and establish business and human resource strategies.
- ◆ Reduced recruitment expenses 20% by utilizing creative strategies to fill positions instead of using 3<sup>rd</sup> party sources.
- ◆ Created powerful new performance management program that set individual performance goals for all employees that aligned job expectations with company goals and values
- ◆ Created innovative, multifaceted annual performance appraisal process aligned with company mission and values.
- ◆ Designed and implemented succession planning process utilizing 9-Box to identify internal talent and created plans to address gaps in talent.
- ◆ Created engaging and popular communication vehicles, such as a weekly "good news" message that fueled employee connection and positive workplace culture.
- ◆ Established Affirmative Action programs and diversity and inclusion best practices in compliance with OFCCP requirements. Achieved a positive result in an OFCCP desk audit.
- ◆ Achieved a successful resolution to a complaint filed by a former employee with the New York State Human Rights Commission and EEOC.
- ◆ Facilitated highly effective monthly meetings with senior management and rotation of staff members, allowing staff to share insights and proposals that improved business operations.
- ◆ Cut operational expenses on 45,000 sq. ft. building by negotiating with maintenance and utility vendors / suppliers, installing new LED lighting, and implementing recommendations from energy assessment that saved \$60K per year.
- ◆ Served as Project Manager for 3 showroom renovations in Boston, Dallas and Washington, DC. Managed budgets up to \$1M and functioned as point of contact between contractors, architects, building management and corporate design team.

HUMAN SERVICES MANAGEMENT CORPORATION, Milford, MA

2001 - 2006

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

**Director, Human Resources**

Human Resources business partner to the Executive Director/President of 5 separate organizations with staff of 500.

- ◆ Designed and implemented extremely effective human resources programs, policies, and procedures to comply with federal and state laws and state regulatory agencies.
- ◆ As member of HSMC Continuing Education Advisory Board, completed application process to receive approval by IACET and allow company to grant IACET CEUs to participants of training programs. Set up training conference for internal and external participants.
- ◆ Developed and administered benefit and compensation programs of 4 unique client organizations, including 5 separate 401(k) /403(b) plans. Completed successful IRS audit for one of company's 403b plan.
- ◆ Increased efficiencies, reduced payroll errors and saved money by moving payroll timekeeping process from manual, paper process to ADP product.
- ◆ Created quarterly and annual recognition programs to acknowledge employee achievements and years of service.

**EDUCATION**

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

**CERTIFICATIONS**

SPHR Certified (2000 - 2016)

SHRM-SCP Certified (2015 - 2019)

Anticipated re-certification in 2021

**PROFESSIONAL MEMBERSHIPS**

Society of Human Resource Management (SHRM)

New England Human Resources Association (NEHRA)

Senior Human Resource Network (SHRN)

Human Resource Leader Forum (HRLF)

**TECHNICAL PROFICIENCIES**

Microsoft Office; Ceridian Dayforce; ADP Workforce Now