

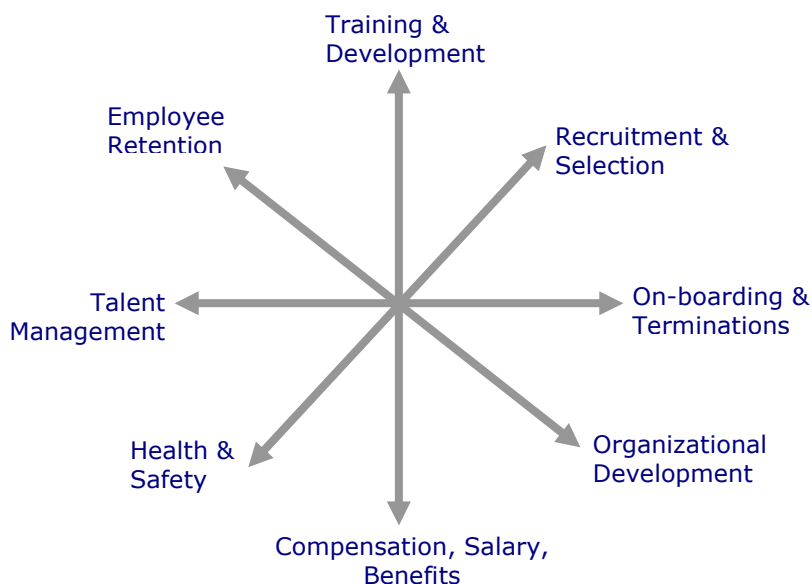
JILL WESTWOOD

Kingston, ON • 613-123-4567 • jill.westwood@hotmail.com

ACCOMPLISHED HUMAN RESOURCES PROFESSIONAL

"Building HR infrastructure and culture that aligns with organizational strategy..."

- **Built**, from-the-ground-up, the HR infrastructure for an eighty-employee software company.
- **Acknowledged** with "Employee Recognition Award" for overall contribution to a growing organization.
- **Gained** the reputation as the "go-to" person as employee advocate and senior management advisor.
- **Facilitated** historical company transition due to death of company owner and relocation of facility.
- **Developed** policies and procedures to accommodate each of the following areas of HR practice:



KEY PERFORMANCE INDICATORS

- Behavioural Flexibility & People Sensitivity
- Process & Policy Development
- Special Project Management
- Employee Coaching & Empowerment
- Political Acuity, Financial Savvy
- Relationship & Trust Builder
- Senior Management Interface & Advisor
- Visionary & Long-Range Planner
- Conflict Resolution
- Collaborative Team Player

"Jill does an excellent job at ensuring that the needs of all employees are well represented in meetings and she acts as a constant resource for employees to openly discuss concerns. Jill has earned the respect and trust of employees as evidenced by their willingness to go to her..." B. Brown, COO, Sandco

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ACHIEVEMENTS SHOWCASE

Sandco Corporation – Niagara Falls, ON

2001 – 2009

A leader in asset performance management software solutions for companies in capital intensive industries such as mining, steel, utilities, pulp and paper, oil & gas, and food & beverage. Employs approximately 100 people in both Canada and US.

HUMAN RESOURCES MANAGER (2005–2008)

"Recipient of the 2005 Employee Recognition Award"

- **Identified** as a high performance contributor by the CEO and hand-picked to create an HR department. Completed HR Management diploma while simultaneously applying new knowledge to this mandate.
- **Created** formal processes and policies for performance reviews, on-boarding of new employees, and terminations. Standardized procedures to ensure that the interests of all stakeholders were honoured.
- **Conducted** and analyzed annual core value surveys that provided feedback to the senior management team regarding the "pulse" of the organization's culture. Established HR as a trusted strategic partner.
- **Organized** corporate events that fostered a sense of "community" and provided an informal venue for teambuilding while catering to both extraverted and introverted styles.
- **Centralized** the recruiting process which expedited the speed, efficiency, and quality of the search process. Developed outstanding relationships with recruiters (Canada and U.S.) and hiring managers.
- **Initiated** the Health & Safety Committee. As co-chair, helped to launch appropriate training: CPR, emergency and evacuation, and identified an emergency response team.
- **Managed** payroll and benefits for 80 employees, including consultants who were residents of United States. Collaborated with US recruiters to source employees for cross-border initiatives.
- **Designed** a "talent matrix," which defined Sandco's "success mix," in terms of employee competencies and values. This assisted in hiring players who fit the culture, improving retention rates.
- **Facilitated** the company re-location as an active member of the "Move Team." Received accolades for a smooth transition, in spite of special challenges resulting from the company founder's sudden death.

FINANCIAL ADMINISTRATOR (2001 – 2005)

- **Gained** a solid reputation for understanding organizational "bottom-line;" transferred this insight and knowledge to HR mandate to create a balanced style that favours both "people and profit."
- *Prior to 2001, ran a home-based interior design business. Honed many leadership skills such as self-direction, creativity, big-picture thinking, stress tolerance, and customer focus.*

EDUCATION & PROFESSIONAL DEVELOPMENT

- McMaster University – Hamilton, ON - H.R. Management Diploma (2005 – 2008)
(Scheduled to write National Knowledge Exam toward CHRP designation in May 2009)
- WSIB – Health & Safety Certificate (2007) & First Aid Training – CPR
- Mohawk College – Computer Systems Technology Diploma (1979 – 1981)

CURRENT MEMBERSHIPS

Human Resources Professional Association (Halton Chapter)

"Jill has taken steps to start working with the senior management team to heighten their awareness and the benefits of the HR function. I applaud these steps...B. Brown, COO, Sandco