**First Name of Application CV No 1649904**

Whatsapp Mobile: +971504753686



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PROFESSIONAL PROFILE

Highly motivated, well organized and innovative leader with extensive experience in human resources and business operations. Exceptionally proficient at creative problem solving and risk management. A proven composed, diplomatic advisor with a demonstrated history of successfully leading projects and teams as well as advancing organizations, programs and individuals to new levels of excellence.

PROFESSIONAL HISTORY AND SELECTED ACHIEVEMENTS

Principal, MCF Consultants, Sep 13 to Dec 16: Offered leadership and management services in research, review, development, planning, coordination and implementation of programs and activities related to human resources (HR), corporate business operations, change management and strategy development.

*As Supervisor Human Resources, Valoris for Adults and Children of Prescott Russell*:

* Oversaw the work of human resources and payroll teams that provided services to an organization of approximately 500 social workers and their support personnel:
* Managed the development of plans and the preparation of activities for the staffing requirements of by-yearly recruiting drives. Prepared and made official offers of employment to new employees, including salary negotiation;
* Researched, developed and proposed plans and tools, supporting the systematic review of over 90 job descriptions;
* Oversaw the preparation of contingency and security plans;
* Directed the coordination of the organization’s annual recognition gala; and
* Facilitated discussions on process review, lessons learned, and recommendations for future HR endeavours.

*As Coordinator eMentoring Team in support of the Military Transition Program offered by Canada Company*:

* Reviewed the detailed content of the program and made recommendations for changes;
* Developed and proposed procedures for welcoming mentors and mentees to the program;
* Determined the best combination of mentor / mentee and proceeded with the related introductions, assignments and follow-up; and
* Prepared regular statistical reports on results of mentoring efforts.

*As Strategic Events Manager for the Conference of Defence Associations Institute*:

* Developed plans and support requirements;
* Conducted research, consulted specialists and prepared proposals;
* Ensured high level of participation by contacting participants personally and keeping them informed of any last minute developments; and
* Prepared agendas, programs, records of decisions as well as after-action reports including recommendations for future improvements.

Director, Human Resources Programs, Policies and Planning, Staff of the Non Public Funds, Canadian Forces, Jun 2007 to Aug 2013: Responsible for the research, development, planning, coordination, direction, and control of HR policies and programs including compensation, job evaluation, pension, benefits, Official Languages, Occupational Health & Safety, training and professional development, Employment Equity & Diversity, talent management as well as business processes and information systems.

* Oversaw the development and management of HR programs such as Succession Planning, Tuition Assistance, Health & Safety and Performance Management;
* Provided advice on and interpretation of policies, programs and total compensation to all levels of management including Division Heads, COO and CEO;
* Managed the business planning process and budgets for the HR Division determining appropriate resources distribution and monitoring expenditures;
* Spearheaded a large transformation of Health & Safety programs. Oversaw the development, negotiation and coordination of a complex implementation plan.
* Developed the supporting policies and processes and led the analysis, design and development of a complex training program aimed at 5000 employees across Canada and abroad;
* Directed and managed total compensation portfolios including compensation programs, pension, benefits and employee support programs and oversaw yearly benefits renewal and upgrade processes with management and vendors;
* Oversaw the introduction and upgrades of information systems supporting resource management efforts, determining the requirements, developing business cases, obtaining required approvals, developing project plans and ensuring quality implementation, training and follow-up maintenance;
* Acted as subject matter expert in a major transformation project, reviewing all aspects of personnel and allocation of office space; and
* As head of Health & Safety program conducted safety verification of HQ and field buildings and facilities recommending improvements to meet law and code.

Senior Staff Officer, Strategic Personnel Programs, Royal Canadian Air Force (RCAF), National Defence Headquarters (NDHQ) Feb 2006 to Jun 2007: Responsible for strategic HR programs as well as professional development and the management of personnel employed outside Canada.

* Formulated, monitored and advised senior management on, strategic aspects of RCAF personnel plans including changes, expansion and transformation;
* Directed the development and maintenance of legislated programs. Provided advice to RCAF Commander on compliance with Official Languages Act in regard to training and operational commitments as well as supervised off-site language teachers;
* Supervised reviews and updates of training standards and related course content for overall RCAF mandatory learning requirements;
* Led the development, implementation and management the RCAF Professional Development Programs for Officers and Non Commissioned Members including the introduction of computer assisted training programs;
* Took part in the implementation of new capabilities, determining personnel requirements and ensuring availability of benefits and support during out of country training and operations; and
* Managed the Exchange and Liaison Program for appointments abroad.

Director, Enterprise Application Business Management, NDHQ, Feb 2002 to Feb 2006: Responsible for the conceptualization, development, implementation and management of all business functions including resources strategy and plans regarding recruiting and retention, delivery of human resources services as well as administrative, facilities, security, safety and financial services, business planning, procurement of goods and services, service level agreements and performance measurement.

* Sought out to lead the implementation of all HR and business management portfolios required for setting up a new organization of shared application services for the Department of National Defence;
* Directed a growing team of employees and contractors, established the requirements and provided clear and specific guidance ensuring the smooth and successful merger of services and the acquisition of over 200 employees, contracts and assets;
* Generated cost savings of approximately $3 M by developing, recommending and directing the conversion of a large contractor workforce to employees;
* Oversaw the development and implementation of support administration, financial, and contractual information processes in compliance with existing regulations and policies;
* Directed the planning and coordination of office moves to new facilities including the verification of suitability, decisions on new constructions and repairs to ensure space available meet the new requirements, assignment of office and workspaces and follow-up with maintenance management; and
* Negotiated resources requirements, assigning the limited number of personnel for the best impact possible.

Deputy Director, Joint Reserve Command & Staff Course, Canadian Forces College (CFC), May 1998 to Feb 2002: Responsible for the development, review and realization of curriculum as well as the overall management of both distance and in residence portions of the Joint Command and Staff Course offered to members of Canadian and foreign Reserve Forces components.

* Supervised the planning and implementation of a very successful distance learning programs;
* Participated in performance measurement, evaluation, benchmarking and validation projects at the international level; and
* Worked closely with officers from France to help them develop similar programs for their officers.

National Coordinator, Air Reserve, NDHQ, Apr 1997 to May 1998: Responsible for the provision of consolidated reports in support of the unique perspective of the Air Reserve in the preparation and implementation of the overall RCAF strategic HR plans.

* Ensured a constant liaison between the different levels of the chain of command; and
* Provided reports, information and guidance to the executive team, personnel at all levels as well as users of Reserve Force resources.

National Coordinator, Canadian Forces Liaison Council, NDHQ, Jul 1990 to Apr 1997: Responsible for all matters affecting the pan-Canadian operations of the Council; an organization composed of prominent senior business executives from across Canada.

* Coordinated the work of a large network of Liaison Officers, volunteer industry representatives across Canada, and full-time headquarters personnel ensuring the development, implementation and maintenance of six very sophisticated marketing programs as well as the provision of business services across the organization; and
* Directed and coordinated the organization of events, the production of promotional material and the administration.

EDUCATION

* Université du Québec en Outaouais, Master’s Certificate in Project Management for Information Technology
* Canadian Forces College, Advanced Military Studies Course (Strategic, Operational & Organizational Planning)
* Royal Military College of Canada, Bachelor Military Arts and Science (Leadership & Personnel)
* Selected courses: Organizational Design, Employee Benefits, Advanced Performance Measurement, Labour Relations for Managers and Resources Management

SELECTED COMMUNITY INVOLVEMENT

* Canadian Business Council and British Business Group, Abu Dhabi
* American Women Network, Abu Dhabi
* Council of Governors, Commissionaires Ottawa

PERSONAL INFORMATION

* Languages: Read, write and speak English and French fluently
* Hobbies: Sailing, travel, and reading