

HUMAN RESOURCES CONSULTANT / CAREER TRANSITION COACH

PROFESSIONAL SUMMARY

Results-oriented Human Resources professional with extensive expertise in strategic HR management, leadership development, and organizational transformation. Demonstrated success as a trusted advisor with a proven track record in managing large-scale diversity education programs, introducing innovative leadership assessment processes, and implementing advanced HR technologies. Expert at designing and executing comprehensive HR strategies, policies, and procedures to meet strategic business objectives. Highly effective communicator and coach with a strong background in career management and job search strategies, conflict resolution, and performance management, dedicated to fostering a positive and productive workplace culture.

AREAS OF EXPERTISE

Human Resources Management	Training & Development	Policies & Procedures
HR Compliance Manuals	Job Analysis & Job Descriptions	Performance Management
HR Audits & Investigations	Strategy & Implementation	Mediation & Conflict Resolution
Proven Leader & Manager	Effective Communicator	Coaching & Trusted Advisor
Career & Job Search Services	Assessments	Leadership Development

TECHNICAL PROFILE: Proficient in Microsoft Office Suite, G-Suite, Canva, and Zoom

SELECTED CAREER ACHIEVEMENTS

- Trusted critical advisor who played a pivotal role in facilitating the preparation for the HR Directorate, leading to prestigious recognitions for the Directorate such as the *Sheikh Khalifa Award for Excellence 2012*, the *Excellence through People Award 2013* from Ireland Quality Standards, and the *Sheikh Mohammad bin Rashid Award for Government Excellence 2014*.
- Led a local pilot project and spearheaded the national program for diversity education, overseeing a 19,000-workforce rollout. Redesigned the process and information to align with more strategic objectives and address local cultural issues, significantly enhancing the organization's diversity initiatives.
- Introduced a unique Leadership development assessment process and reporting model for 10,000 government leaders that combined psychometric results with competency-based observations, creating a one-of-a-kind program within the international region which marked an innovative approach that not only met strategic business objectives but also set a new standard in the industry.

EDUCATION

a.b.d Ph.D. Management (emphasis in Leadership, OD/OE, and Human Resources) CCU, CA

MBA (emphasis on Organizational Development / Organizational Effectiveness, CCU, CA

BS, Management, California Coast University, Santa Ana, CA (CCU, CA)

Preliminary Full-Time Vocational Credential, UCLA

Level I, Adult/Vocational Instructional Methodology, Summer Instructor

Small Business Owner/Manager-Entrepreneurship, Computer Literacy, Computer Applications

**Proud Ambassador and Member of the
Santa Maria Valley Chamber of Commerce**

CERTIFICATIONS

Level A&B Assessor, British Psychological Society (BPS)	Dimensions Development Inc (DDI) Certified
European Federation Quality Management (EFQM) Assessor Certified	Situational Leadership (SLII), Leadership Institute
Internal QMS Auditor, Lloyd's Register Quality Assurance	Tracom Certification, <i>Orchestrating Team Performance</i>
Certified Global Training Professional, Institute of HR Management Education	Blessing White Certification, <i>Managing Personal Growth</i>
Achieve Global (Zinger Miller) Certified	ChangeWorks Certification, <i>Change Mastery, Leading Change</i>
Prince 2, Project Management courses (UK)	Global Mediation Certification: <i>Mediation, Communication & Negotiation</i>
	InsideOut Development: <i>InsideOut Coaching</i>

SELECTED RELEVANT FUNCTIONAL CAPABILITIES

- Specialized in strategic human resource practices; responsible for designing, aligning, and implementing organizational development and human resource services, including policies, procedures, processes, and systems; performance management; organizational change; employee relations; outplacement; career ladders; executive development, coaching, and mentoring; mediation; workforce development and mobility, onboarding, and retention.
- Active management partner for the identification, alignment, and implementation of HR transformation addressing strategic needs of the business; led the successful implementation of the ORACLE Advanced Modules (Oracle Learning Management, Performance Management, and Manpower Planning).
- Successfully developed the design, alignment, and implementation of human resource programs and services, including outplacement, organizational change, workforce development, recruitment and retention, training, and executive coaching.
- Team leader who institutionalized and managed the psychometrics, language, and simulation assessments for recruitment, promotion, leadership development, and succession within a 15,000-employee government environment.

PROFESSIONAL EXPERIENCE

Kaleidoscope Compass, LLC (Rebranded - Formerly HRchitects, Ltd)	2021-Present
Senior Consultant – Human Resources, Business, and Career Coach Sample Clients: Department of the Interior, Bureau of Indian Affairs, Bradshaw CPA	
HRchitects, Ltd. (closed due to COVID)	2016- 2020
Senior Human Resources Consultant Globally	
Career Pause – re-acclimation after working in the Middle East for 2 tours, 11 years	2015-2016
Ministry of Interior/Abu Dhabi Police, UAE	2010-2015
Strategic Advisor, Leadership and Human Resources	
Public Administration Directorate, General Secretariat, Abu Dhabi Government, UAE	2008-2010
Director, Talent Management	
Department of Civil Service, General Secretariat, Abu Dhabi Government, UAE	2007-2008
Head/Director, Assessment Center	
Idaho National Laboratory, ID	2006-2007
Acting Director Human Resources and Communications	