**JACQUELYN SKINNER, SPHR, GPHR**

Grayson, Georgia

678-599-5913

Jackie\_8@bellsouth.net

*Accomplished HR Leader with Strong Business Acumen*

Demonstrated ability to multitask in a fast-paced environment, while maintaining an emphasis on quality. Consistently produced measurable results and earned the respect of employees and management. Enthusiasm and passion for mentoring staff and working in diverse business environments. Selected competencies include:

Strategic Planning Acquisition/Integration Change Management

Multi-State HR Management Employee Relations Benefit Management

Compensation Management Performance Management Expatriate Relations

Organizational Communications Legal and Regulatory Compliance Policy Development

# PROFESSIONAL EXPERIENCE

**NATIONAL DCP, LLC, Duluth, GA** 2015 – present

National DCP is a $2 billion supply chain management company serving the franchisees of Dunkin’ Donuts. We have over 1700 employees across the United States.

**Vice President, Human Resources**

* Work with the CHRO and organizational leadership to design, develop and implement policies and programs that ensure the success of the business strategy and objectives
* Identified and implemented best practices to increase communication and inclusion throughout the organization
* Develop and lead action planning committees to address issues identified through our annual engagement survey, helped drive down turnover percent, address career conversation concerns, and improve work life balance and communication between staff and management
* Lead job restructuring for corporate improvement initiatives to optimize efficiencies, enhanced productivity and improved internal/external customer service levels
* Increase branding of NDCP across social media platforms
* Develop talent acquisition strategies for start-up distribution facilities
* Develop retention strategies, onboarding and training programs
* Continuous improvement of the company’s Performance Management Program
* Serve on the Board for DCP Insurance – Multiple Employer Welfare Arrangement (MEWA)
* Benefit Plan Design and Benefit Compliance for NDCP’s employees and Dunkin’ members
* Provide Coaching, Support and Guidance to all Levels within the Organization
* Led the automation of several Human Resources activities

**KEDRION US, Fort Lee, NJ** 2012- 2015

*Kedrion Biopharma S.p.A. owns three companies in the United States (Kedrion Biopharma, KEDPlasma, and Haemopharm). Kedrion Biopharma is a biopharmaceutical company that focuses on life saving therapies derived from human plasma. KEDPlasma operates nine plasma donation centers throughout the United States.)*

# Senior Human Resources Director

* Oversaw Human Resources for three US companies. Focused on creating and enhancing Human Resources for the manufacturing, sales, quality and plasma operations. Responsible for the development, implementation and evaluation of strategic training, human resource and organization initiatives that supported the company’s short- and long-term business plans
* Standardized key policies and procedures for all Kedrion US companies
* Integration of Melville manufacturing plant and Somerset Plasma within Kedrion
* Developed Human Resources programs (recruitment strategy, performance management, compensation, onboarding, safety, travel)
* Collaborated with Global Human Resources Leader on key HR programs to standardize practices across the company
* Implemented background checks and drug testing
* Due diligence and project planning for acquisitions
* HR Leader for the opening of new plasma centers
* Implemented Human Resources compliance strategy in a multi-site environment
* Developed a shared service environment

**CLOUDBLUE TECHNOLOGIES, Atlanta, GA**  2011 – 2012

*CloudBlue is a leading provider of Enterprise IT Asset Disposition, Onsite Data Destruction and e-Waste Management Services worldwide.*

# Vice President, Human Resources

* Initial development of the Human Resources Department. Developed the key programs within the Human Resources Department
* Developed and implemented Performance Management, Recruitment Program, Onboarding, Compensation and Training Programs
* Redesigned benefit program reducing cost by 20 percent and increased the service of benefit broker
* Developed training webinars for onboarding and safety
* Developed employee incentive programs

**OCTAPHARMA PLASMA, INC., Charlotte, NC**  2006 – 2011

*Octapharma Plasma, Inc. is owned and operated by its parent company, Octapharma AG. Octapharma AG, headquartered in Lachen, Switzerland, has been an industry leader in processing licensed plasma products for 25 years. Octapharma Plasma, Inc. is a US-based company which collects human plasma for further manufacture into life-saving drugs for human use.*

# Sr. Human Resources Director

* Provided strategic direction and planning as well as day-to-day delivery of human resources support to over 1600 employees in 45 locations
* Consulted with operations management to fulfill staffing, training, employee development, and performance objectives
* Coached line managers on HR-related issues, including performance evaluations, diversity issues, and conflict resolution
* Developed, implemented, and maintained company policies regarding employment regulations, OSHA compliance, FLSA procedures, HIPAA requirements, and applicant tracking systems
* Initiated audit of company HR policies and procedures to identify areas of deficiency; planned and implemented solutions which significantly minimized legal exposure
* Led and executed multiple reduction-in-force, including the development of the project plan, communication material and separation packages
* Successfully led the integration of over 800 employees into the organization in 2011
* Proactively addressed potential legal hazards, resulting in “no findings” on EEO claims and zero OSHA claims
* Project lead for implementation of ADP HR/B, EZ Labor and PayExpert
* Implemented an Applicant Tracking System
* Represented the company in a successful US Department of Labor 401K audit and Wage and Hour audits
* Managed nine Human Resource professionals

**UNISIA OF GEORGIA CORP., Monroe, GA** 2004 – 2006

*Unisia of Georgia Corporation is a wholly owned subsidiary of Hitachi America, Ltd. The company manufactures automotive parts with annual revenue of 50 million.*

# Manager, Human Resources and Administration, Reported to President

* Managed the Human Resources activities for a 100+ employee manufacturing plant. Supervised 3 employees
* Ensured company compliance with HR-related policies and procedures
* Advised senior management on documentation processes, including performance evaluations. Mentored line supervisors on providing direction to employees regarding performance and disciplinary issues. Implemented employee screening and selection tools, including background checks in compliance with Fair Credit Reporting Act (FCRA) requirements
* Developed a Performance Management and Compensation Program. Traveled to Japan to present program to Head of HR. Received approval to implement
* Collaborated with parent company to develop a selection and training program for expatriates
* Implemented a HRIS and new Payroll System
* Negotiated and selected employee benefits including medical, dental, vision, STD, LTD, Life, Voluntary Life
* Managed the 401K program. Increased participation by 20% through education
* Injuries reduced from 13 OSHA recordables 1st half 2004 to 2 OSHA recordables 2nd half 2004 through safety awareness training
* Developed recruitment process which included core competencies and behavioral interviews
* Ensured compliance with HIPPA, COBRA and FLSA changes. Corrected the classification on several positions

# EDUCATION & PROFESSIONAL AFFILIATIONS

Master of Science in Management

National-Louis University, Tampa, Florida. December 1994

Bachelor of Science in Business

University of Nevada Las Vegas, Las Vegas, Nevada, August 1989

# HUMAN RESOURCES ACTIVITIES

# Member of the National Society of Human Resources Management (SHRM)

Member of Society of Human Resources Management (SHRM) Atlanta Chapter

Served on SHRM National committee to review and revise Global Professional Human Resources Exam

Served on the SHRM National Human Resources Standards Job Description Task Force

# CERTIFICATIONS

DDI Administrator Certification (Target Selection), October 2008

Global Professional of Human Resources Certification (GPHR), December, 2005

COBRA Certification, HR Training Center, October 2005

Sr. Professional of Human Resources Certification (SPHR), May 2000