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Senior Director, Human Resources

TOOLS FOR TRANSITION SAMPLE RESUME

Strategic and trusted business partner who aligns all human resources initiatives to contribute to the company's business objectives. Starts with the business needs, and quickly translates those into creative workforce and talent management solutions. Experienced in renewable energy, construction and utilities industries.

Decisive, collaborative, composed and compassionate. Challenges the status quo, leads cultural change, and builds internal business partnerships. Coaches executives and others for top performance.

Confidential engineering firm

- Recruited, hired and onboarded staff that doubled workforce in five months. Positions included construction field positions and technical staff. Subsequently downsized staff as operations were unexpectedly shut down.

Confidential engineering firm

- Hired as sole human resources employee, and built department that kept company competitive during periods of expansion, contraction, and acquisition.
 - Confidential engineering firm was recognized as one of the "Best Places To Work" by the New Orleans Business Journal - 2009, 2010, 2011, 2012
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Benefits / Health Insurance / 401(k)

Investigations / Litigation Support

Philanthropy Programs

Compensation / Equity Programs

Large Workforce Restructures

Recruiting / Selection Processes

Employee Engagement

M&A / Pre-IPO Due Diligence

Risk Management

Executive Development Initiatives

Performance Management

Strategic Outsourcing

High Potential Development / 360°

Succession Planning

Compliance

ADA, EEO, Affirmative Action, OFCCP (Federal contractors)
company policies, industry regulations, labor laws, HR audits

Career Highlights

Confidential Engineering Firm, New Orleans, LA

2014 – 2015

Develops, designs, constructs, operates and maintains utility grade PV power plants across North America
Subsidiary of a confidential international firm headquartered in Switzerland.

Director of Human Resources

Built scalable infrastructure that supported rapid growth and hiring to increase staff two-fold in five months for multi-state construction employees and technical staff. Trusted advisor and confidant to the President/COO in all people matters.

Headquarters based in Switzerland changed business model and shut down operations that had been intended to establish a presence in the United States. All staff had to be laid off over several months as the business closed.

Confidential engineering firm, New Orleans, LA

2001 – 2013

National provider of engineering and construction services for alternative energy, biotech, data centers, education, and entertainment industries with up to 2,500 employees.

Director, Human Resources

Directed and implemented strategic human resources initiatives. Supported executive team including CEO, COO, Vice Presidents, and department managers. Chairperson of Investment Committee for Profit Sharing & 401(k) Program.

Workforce Planning:

- Drove two major restructures with 25% headcount reduction and combined savings of \$15M.
- Developed program that accelerated high potential development from two years to four months. Most employees were promoted within one year.
- Created company’s first salary structure and pay-for-performance process.
- Led recruiting effort that increased staff by 115%; 24 days average time to fill; \$1,750 average cost per hire.
- Secured \$250K in training contracts from State of Louisiana’s ETP program.

Cost Savings / Cash Flow:

- Increased cash flow by \$2M over four years through strategic benefits management.
- Saved \$150K+ by overseeing two profit sharing and 401(k) plan transitions.

Employee Relations:

- Improved retention by 35% between 2001 – 2005.
- Achieved favorable score of over 90% of employment engagement following second RIF.
- No litigation was initiated during periods of restructuring and layoffs.

Technology:

- Led installation of iVantage HRIS; Taleo: Perform, Learn, Applicant Tracking Software (ATS)

Early Career

Confidential utility company, New Orleans, LA

Supervisor, Customer Service Operations

Managed staff of 20 union customer service representatives. Created company’s first job sharing policy and resource tools which increased CSR retention. Conducted research with Louisiana State University to identify links between employee job satisfaction and customer satisfaction.

Energy Management and Marketing Representative

Profile

Certification

Senior Professional Human Resources (SPHR)
Certified Compensation Professional (CCP)

Education

Confidential Program	Executive Coaching program, 2 years
University of Texas	Master of Science (M.S.), Human Resources & Organizational Development
Texas State University, Dallas	Bachelor of Science (B.S.), Business Administration