

NAME, PHD

Address • Phone • Email • LinkedIn

Tools for Transition Resume Sample

CONSULTANT

Human Resources • Organizational Assessment and Change • Program Evaluation
Surveys • Test Development & Validation • Business Process Re-engineering

Respected and accomplished consultant and partner to executive teams in guiding organizations and personnel through business process reengineering. Manages initiatives that improve performance, reduce costs, and enhance communications. Leverages impeccable educational credentials and 20+ years' experience driving organizational change. Rapidly evaluates, diagnoses, and resolves issues to improve the company's effectiveness.

Serves as critical strategist and facilitator in strengthening organizational effectiveness and managing change to Collaborates with top executives to identify root causes of problems, then creates organizational structures and processes. Devises strategic and tactical plans that produce desired outcomes.

Selected Clients Include:

Multiple Federal Departments • Agencies • International Financial Institutions
Law Enforcement • Environmental Institutes • Corporations • Nonprofits

PROFESSIONAL BACKGROUND

Table with 2 columns: Position/Role and Dates. Includes Independent Consultant (2019-Present), Confidential University Associate Professor (2016-2019), Confidential Consulting Company Senior Associate (2013-2015), and Confidential Consulting Company Principal Consultant (2009-2012).

Selected Areas of Expertise

Table with 3 columns listing expertise areas: Evaluations, Business Development, Organizational Analysis, Performance Management, Staffing, Surveys, Team Performance, Test Development / Validations, Training.

SELECTED PROJECTS

Organizational Assessment & Change

- Confidential Institute: Drove major organizational assessments and change projects. Analyzed work processes, structure, training, leadership, and communications. Identified improvement opportunities; and made recommendations.
Confidential Commission: Led stakeholders through discussion, planning, and training as part of an initiative supporting overhaul of an antiquated, complex, and costly process.

SELECTED PROJECTS (Continued)

Organizational Assessment & Change (Continued)

- *Confidential:* Dramatically improved relationships and effectiveness of management team by staging a team-building intervention to address identified concerns. Led training on communications to further organization's goals.
- *Confidential:* Designed, developed and implemented an employee attitude survey. Facilitated action planning meetings with employees to respond to recognized issues of concern.
- *Confidential:* Facilitated the strategic planning process for a nonprofit group, collaborating with the executive management team in guiding development of its vision, mission, and core objectives.

Human Resources

- *Confidential:* Collaborated with executive managers to identify new strategies for a division greatly impacted by deregulation. Played key role in defining employee jobs. Designed work processes and refined career paths.
- *Confidential:* Evaluated options and recommended computerized system to streamline hiring process. Composed new selection questions and worked with HR staff to revamp screening and selection process.
- *Confidential:* Implemented new performance management system. Developed informational materials, trained managers on the new system, and worked with employees to develop performance contracts in three divisions.
- *Multiple Organizations:* Developed selection and promotion procedures for nonprofits, federal, state, and local governments. Procedures included job simulations, basic ability tests, job knowledge tests, interviews, and assessments.

Program Evaluation

- *Confidential Agency:* Conducted benchmarking studies to compare processes and practices related to communications, administrative services, grants, policy development, recruitment, and pharmaceutical services.
- *Confidential Administration:* Improved quality of grant applications by designing a standard process.
- *Confidential Bank:* Laid groundwork for enhancing quality of leadership development and executive coaching programs. Devised instruments, conducted interviews, analyzed data, identified program improvement opportunities, and prepared management reports.
- *Confidential Management:* Enhanced the effectiveness of a government-wide organizational assessment survey by conducting an extensive literature review on measures of organizational performance and effectiveness.

CREDENTIALS

PHD, Social Psychology / Personality Measurement and Theory, *Confidential University*

MS, Organizational Development (AU/NTL Program), *Confidential University*

BA, Psychology, *Confidential College*

Graduate coursework in industrial and organizational psychology at Confidential University.

— Author of over 70 reports, articles, and presentations —