+1 281 865 8965 • Shalandahr@msn.com <https://www.linkedin.com/in/shalandacoulter>

**Shalanda L. Holmes**



# Strategic Planning • Budget Planning • Risk Management • Leadership Coaching

Accomplished senior human resource leader with strong business acumen and demonstrated abilities to collaborate with leaders across regions and internationally. Proven track record of success and increasing responsibilities in unique diverse experiences; with the ability to manage change, build relationships, while mitigating risks for national and international organizations such as retail, manufacturing, logistics, transportation, and oil and gas.

**CORE COMPETENCIES:**

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| --- | --- | --- |
| • HR Reporting & Budgeting | • Global & Multi-State Employment Laws | • Strategic Change Management |
| • Strategic Planning | • Organizational Training & Development | • Grievance & Conflict Resolution |
| • Process Improvements | • Audit & Compliance | • Mediation and Negotiation |
| • Project Management | • Risk Management | • Workforce Planning |
| • Leadership Coaching | • Planning & Forecasting | • Internal Controls & SOX Compliance |
| • HR Metrics | • Benefits and Compensation | • Talent Acquisition & Recruitment |

**Career Success**

### MoneyGram International, Dallas, Texas August 2018 to Present *Head Human Resource Business Partner* (*Companywide Layoff December 2019)*

Head Human Resource Partner functioning as a strategic business liaison to the executive/senior leaders providing strategic HR business partnering support to assigned function/region for HR, Finance, Marketing, and Revenue. Partners with the Executive Committee leaders to drive business results through strategic program development and execution of applicable human resources strategies.

**Key Accomplishments:**

* Provides HR guidance and strategic business support in the form of concrete measurable actions to the relevant region and functional groups
* Drives resolution of organizational effectiveness issues, including team and leadership development, organizational design, resource planning, and departmental restructuring.
* Works with the Executive Leadership Team (ELT) to drive employee engagement initiatives and retention as part of the broader functional/regional strategy
* Support leaders and deliver solutions for workforce planning such as, organization design, succession plans, forecasting resourcing needs and identifying future talent based on the organizational needs

### RR Transportation Service, Houston, Texas September 2016 to April 2018 *Head of HR* *(Company closed April 2018)*

Oversee all HR Operations for the organization by providing leadership and guidance as it relates to all HR matters including policy development, strategic planning, budgets, performance, talent management, retention, employee relations, mergers and acquisitions. Overall responsibility for supporting Texas and Louisiana locations.

**Key Accomplishments:**

* Integrated strategic HR policies and metrics to increase employee engagement and improve employee performance
* Developed and implemented a new model to support business growth and flexibility to maximize efficiency to support an increase in hiring by 15%
* Implemented company-wide HRIS system, payroll platform, recruitment modules and self-service. Renegotiated agreements and contracts saving over $9,000 for the next three years
* Designed and communicated salary and wage bands, performance reviews; wrote, updated, implemented, and enforced policies and procedures; driver handbook, new hire processes, payroll process, workers compensation programs, recruitment, employee relations, disciplinary procedures, and job descriptions
* Developed and implemented training programs, employee onboarding, and compliance guidelines for the Fleet drivers
* Developed and enhance policies and programs for investigations, for employee and customer complaints
* Gathered data for mergers and acquisitions for future diversification

#### Erin Energy, Houston, Texas January 2014 to September 2016 Sr. Global Human Resources Leader – (Company closed)

Managed the HR function for both US and Global sites. Directly managed the 2 HRBP, IT Manager and the 5 Administrative support staff. Provided counsel to all Country Leaders in US, Lagos, Ghana, Gambia, Kenya, and Johannesburg.

**Key Accomplishments:**

* Built a high functioning, structured human resource department/operation and streamlined existing functions, reducing costs by $33,000 per year
* Reduced recruitment cost by 66%, per year, through in-house recruitment strategies, renegotiating existing contracts and implemented a new Applicant Tracking System
* Incorporated metrics for time to fill openings, turnover, retention, and employee engagement, and Improved annual turnover ratio from 33.54% to 22.28% in a two-year period resulting in savings of $485,000 per year
* Implemented and managed company-wide equity/stock program for domestic and global staff members
* Created an HR stats process that provided HR budget and metrics reporting for EVP’s monthly management meetings
* Generated biweekly headcount forecasts that drove financial budget forecasts; tracked quarterly line-of-business bonus accruals and commission payouts
* Established and facilitated new global Leadership Development Program for all staff members
* Produced the M&A Due Diligence for senior level M&A decisions, conducted analysis through due diligence determining HR impact assessment. Subsequently integrated policy, programs, and data through a positive culture assimilation
* Performed quarterly & annual audits, conducted 401(k) discrimination testing, assisted CAO with state and international expat taxes, and audits

### Holmes Consultant – Various Roles HR, Houston, Texas September 2009 to December 2013

#### HRBP/Organization Development Consultant - NA Interpipe - (Piping, Oil & Gas, Manufacturing)

Provided HR Consultant to support, create and implementing company-wide (US, Canada, SA) organizational development strategies, compensation benchmarking, recruitment, and performance management. Performed extensive employee coaching, counseling and conducted thorough internal investigations.

***Sr. HR Business Partner -* Weir Seaboard -** *(Oil & Gas, Manufacturing)*

Contracted for recruitment and HR projects such as; revising policy and procedures, employee handbook, job descriptions, and mentored managers on positive resolutions to associate challenges.

#### Dow Chemical, Houston, Texas December 2011 to September 2013 HR/Admin Operations Leader - (Reason for leaving - contract ended)

Selected to act as primary HR support for 45+ contingent staff (Sourcing Specialist, Expeditors, CSR, and EPC group) on the Sadara/RTIP JV Polyethylene Project, with areas such as employee relations, compliance, conflict resolution, T&D, performance coaching, and project management. Supervise day-to-day activities of eight client service representatives in supporting the partner Saudi Armco. Provided ongoing performance feedback to the core leadership team throughout the Sadara project and made recommendations for recognizing staff accomplishments.

**Key Accomplishments:**

* Wrote and implemented DOW’s Global EPC first on-boarding orientation to provide new staff with guidelines on DOW Chemical and the Sadara Way
* Published weekly communications for departmental staff, conveying pertinent information and recognizing outstanding staff performance, optimizing motivation, staff knowledge and job satisfaction
* Worked with the recruiting teams to generate weekly staffing updates; conducted ongoing staffing analysis and reporting including requisition reports, staffing PAF’s, and projected hiring; produced comprehensive senior management reports
* Implemented and communicated staff’s compliance, recruitment, onboarding, performance, rewards and recognition and learning programs

#### Charming Charles, Houston, Texas January 2010 to March 2011 Sr. HRBP/ER Specialist - (Reason for leaving - care for family member)

Managed and led a team of 6 HRIS and HR Clerks for ongoing projects such as Kronos implementation, SOX compliance audits, and implementation of HR department processes and procedure manual. Managed all employee relations between U.S. Stores and Houston’s distribution center. Promptly and efficiently investigated all calls from the employee ethics hotline daily. Advised management and the leadership team on personnel-related hearings, investigation outcomes and worked closely to the legal team to address the most sensitive cases (e.g., harassment, substance abuse, loss prevention).

**Key Accomplishments:**

* Wrote and implemented a comprehensive and formalized employee progressive discipline and investigation process
* Improved on-boarding efforts and diversity to support new hires that helped introduced perks such as competitive wages and mentoring programs which in turn reduced turnover by 25%
* Researched, implemented, and oversaw the training strategy for the HRIS/payroll system that helped streamline administration redundancies by 68% and $140,000 cost savings
* Conducted thought internal investigations and implemented the employee hotline complaints by 35% via a hands-on leadership approach by cultivating a supportive teamwork environment throughout the U.S. stores and distribution center
* Revised and enhanced the on-boarding process, employee handbooks, job descriptions, 360 assessments and policy and procedures company wide
* Successfully counseled and resolved employee relations issues related to laws, regulations, policies, and programs with all US locations

### Dresser Rand – NA Field Operations, Houston, Texas June 2008 to September 2009 *Human Resources Manager – (Reason for leaving - recession downsizing)*

HRBP for Field Operation, Service Centers, and the GSP/IT group. Handled all union-management relations matters spanning contracts and grievance arbitration. Supervised three HR Specialists in supporting each business unit and ensuring seamless compliance with all regulatory/safety standards were followed. Provided coaching and development to site leaders to ensure that key strategic goals for quarterly and annual initiative programs were met.

**Key Accomplishments:**

* Partnered with 18 site managers in identifying and achieving key objectives by aligning recruitment and retention goals
* Managed recruitment to include job analysis, job portals, resume screening, interviews, onboarding and new employee training. Reduced employee turnover by over 30% in the first 180 days
* Collaborated and maintained good relationships with over 16 unions in several different regions and represented company with union contracts and labor relations grievance hearings
* Revised and executed improved procedure for apprenticeship program payouts affecting a $5K per month cost reduction
* Participated in reduction in force (RIF) initiative during operation slow down. As a result, collaborated with the Vice President of Field Operations to successfully improve employee morale and communication
* Reduced the number of vendors from 18 to 8 resulting in lower costs to the field operations budget

#### AIT Worldwide Logistics, Chicago, IL December 2006 to May 2008 Corporate Human Resources Manager – (Reason for leaving – spouse relocation)

Strategic HRBP providing guidance to senior management on all matters relating to human capital. Responsible for delivering a broad range of HR metrics and HR initiatives to help improve business results. Collaborated with 32 site managers and department heads to effectively attract, reward, and motivate the company workforce.

**Key Accomplishments:**

* Implemented HR policies to align HR strategies to support the business strategy program planning that enhanced organizational effectiveness while reducing redundancies by 20%
* Implemented the first self-performance management appraisals system with a comprehensive process with performance evaluation forms and management training
* Created compensation structure: job family, functions, and salary paybands/benchmarks
* Recruited non-exempt, exempt, and executive level positions; conducted behavioral and skill assessments
* Managed all benefits open enrollment and year-end negotiations with carriers
* Conducted benefit audits that recovered $17,000 in benefit premium over payments
* Led and facilitated a successful college relations/recruiting strategy to attract top candidates with a 78% intern to hire ratings

## Education & Credentials

Loyola Graduate School of Business – Chicago, IL - Master’s in Business of Science in Human Resources - (MSHR) OD

Cleary University - Ann Arbor, MI - Bachelor of Business Administration (HRM)

Member of the Society of Human Resource Management (SHRM) since 1997 HR Houston Committee Member since 2008