



NEW DIVISION OF A LARGE GLOBAL COMPANY

Description: As a part of the integration team for 3 acquisitions, I was responsible for rolling out well established policies and procedures to the newly acquired businesses. My primary focus was on Performance Management, Compensation Planning and Succession planning. Because this Division was a new division for the large global company, as a part of the HR team, I was also able to introduce new programs.

Flex Work Policy for US

- *Flex work policy for all employees (1,000) ...including 7 options of flexible work arrangements.*
- *Implemented system/process to request flexible work*
- *Created marketing campaign, FAQs, and program overview presentation for both managers and employees.*
- *Conducted 15 information sessions.*

New Employee Orientation (NEO) (Houston Area)

- *Partnered with Learning and Development Manager to create an interactive 2 day orientation event for all new employees.*
- *Facilitated 6 sessions*