

Rebecca Barnes-Hogg, SPHR

133 Waterfall Circle
Little River, SC 29566
(843) 399-5255
rbarneshogg@gmail.com

SUMMARY: I have a passion for building organizations by focusing on the goals of the company and the customer. I understand broad and complex issues and translate them into the elements of strategy, systems, programs, relationships, communication, and cultural development to meet goals and objectives. I am flexible and adaptable in order to structure an HR program suited to the environment, the available resources, and the needs of the organization and the customer.

EXPERIENCE:

3/08 to 8/5/11 Human Resources Director, American Geophysical Union (*Nonprofit Earth and Space science membership association*)

Report to Chief Operating Officer. Work closely with Council and the executive team to develop and implement strategic programs for growth and development of the organization. Assure that policy and procedure manuals are updated or created. Implement targeted recruitment strategies that led to shortening the time to fill positions. Piloted a successful Summer Internship Program to cultivate and enhance students' interest in the Earth and Space sciences and to establish and maintain these relationships for the future. Redesigned staff benefit package to bring it in line with competitive benchmarks which significantly improved employee morale and retention as well as increased our ability to recruit quality employees. Expanded the online and interactive aspects of the employee intranet site. Provided automated presentations with audio related to staff benefits and processes for staff to access 24/7/365 via the Internet or internal network drives. Established plan for updating position descriptions, the first step towards identification of career paths and related skill requirements. Identified items for brown bag supervisory training program beginning with performance management, performance reviews and interviewing skills. Developed programs, practices and policies which comply with applicable local, state, and federal laws and regulations.

9/04 to 3/08 Human Resources Director, NAHB Research Center, Inc., Upper Marlboro, MD
(Subsidiary of NAHB performing housing research.)

Report to VP and Controller. Work closely with management team to develop and implement strategic programs for growth and development of the company. Developed an HR strategy for meeting the organization's objective of expertly trained employees ready to meet client requirements. Focused people's efforts on these goals through organization structure, aligning job duties, integrating these objectives into the job descriptions, performance management system, and employee communications. Developed improved hiring strategies, techniques, and performance management, targeted strategic employee discharges, and focused on team building. Developed human resource plans and strategies to meet organization and client requirements, ensuring that programs, practices and policies comply with applicable local, state, and federal laws and regulations. Some of the tools used to do this are integrating job descriptions with performance evaluations that are tied to the organizations business metrics, and the president's critical job expectations, using a hiring strategy that combines staffing projections, targeted recruitment, situational interviewing, and detailed check lists to ensure completion of every step of the new hire and credentialing process. The result has been improved morale and increased productivity.

4/01 to 9/04 Human Resources Director, Progressive Nursing Staffers, Inc., Springfield, VA
(Temporary staffing agency for nurses with 12 offices nationwide.)

Reported to President and worked closely with team of National Directors to develop and implement strategic programs for growth and development of the company. Redesigned staff benefit package which significantly improved employee morale and retention as well as increased our ability to recruit quality employees. Implemented benefit programs for temporary nursing staff by providing a comprehensive benefit package at minimal cost which increased billable hours and recruiting traffic. Improved 401(k) plan and provided increased communication and education programs which increased understanding and

employee participation. Managed performance and compensation systems to streamline procedures company-wide. Decreased workers comp costs by conducting on-site training in each Branch location resulting in decreased time required to handle workers' comp issues and better compliance with state law requirements. Worked closely with insurance carriers to increase our risk management efforts by closely monitoring claims to quickly identify areas for improvement and management of costs.

8/99 to 4/01 Human Resources Manager, High Performance Technologies, Inc., Reston, VA
(Software engineering government contractor with offices in 3 states.)

Developed an orientation program which assisted employees in gaining knowledge of the company in a form and style that facilitated entry into the company, promoted employee retention as well as providing a good sense of the organization's culture and philosophy. Developed and implemented a "Critical Behavior" interview process to make hiring decisions less subjective, which improved the quality of applicants and retention of new hires. Worked with the management team to constantly monitor costs, benefits and industry trends to develop and implement HR policies to stay on the leading edge of our industry. Developed and administered policies and programs covering benefits, employee relations and EEO/Affirmative Action.

1/98 to 8/99 Firm Administrator, Kearney & Company, P.C., Annandale, VA *(Public Accounting/Auditing firm.)*

Responsible for the administration of a CPA and management consulting firm. Duties included personnel administration, including recruiting, orientation, training, employee development, and benefits; management of information systems, including administering a Windows NT 4.0 network, PC configuration, maintaining web page, and user training; and general administration, including supervision of administrative staff, management of client accounts, proposal management and preparation, staff training, marketing and business development.

10/96 to 1/98 Manager of Administration, Taylor-DeJongh, Inc., Washington, DC *(International project finance company with offices in Washington, DC, London and Manila.)*

Responsible for ensuring the efficient and economical operation of an international project finance company. Duties included personnel administration, recruiting, orientation, training, employee development, and benefits administration; financial management, including budgeting, accounts payable/receivable, and cash flow management; management of information systems, including network administration and training; as well as general administration. Also functioned as primary liaison for branch offices in Cairo, London and Manila. Accomplishments included designing and implementing an automated accounting system; developing an Employee Handbook and benefits program; implementing an automated HRIS system; designing and managing build-out and office relocation.

Additional Professional Experience Available on Request

EDUCATION: M.A. Human Resources Management, The George Washington University
B.S. Management, National-Louis University

PROFESSIONAL MEMBERSHIPS: Society for Human Resources Management (SHRM), HRA-NCA, American Society of Association Executives (ASAE), Council of Engineering and Scientific Society Executives (CESSE)

SPEAKING ENGAGEMENTS:

September 2003, BB&T Insurance Services Group Regional Sales Meeting, "Building a Effective Broker/Client Relationship"

July 2009, CESSE Annual Conference: "Social Media Tools for Recruiting"

May 2010, CESSE, Spring Finance and HR Meeting: "Conducting Effective Performance Appraisals"

July 2010, CESSE Annual Conference: "Online Performance Management Tools"

PUBLICATIONS:

ASAE November 2010 Dollars & Sense" Nonsensical HR Practices"