

Barb Read, CPHR, RPR
Human Resources Consultant
JUNA Consulting Inc.

Professional Experience

Human Resources Consultant

JUNA Consulting Inc.

- Provide human resources consulting services to clients seeking advisory services or project-based consulting
- Provide training and facilitation services on a variety of HR topics
- Bring expertise in the areas of business and operational process, recruitment and selection, new employee orientation, policy and procedure development, compensation, employee surveys, performance management, workplace investigations and employee relations

Human Resources Coordinator

Christenson Developments Ltd.

- Responsible for planning, organizing, analyzing and providing recommendations regarding the operations of the Human Resources Department
- Coordinated and processed all personnel actions, including: employee relations, recruitment and selection, appointment extensions and/or promotions, compensation, terminations and layoffs, recordkeeping of vacation, disability and leave time, and letters of employment
- Managed new employee orientation, tuition assistance program, employee benefit program, employee handbook and policies/procedures and training and development initiatives
- Liaised with the Payroll Department to provide direction and support
- Acted as Office Manager, overseeing the day to day operational responsibilities, including IT management
- Provided advanced administration and high level strategic support to the Chief Operating Officer

Executive Assistant to the President

Centrecorp Management Services Limited and Liquor World

- Liaison for corporate Human Resources, including: compiling and tracking vacation and absenteeism for all employees, assisting in the interview and hiring process for potential employees and addressing employee concerns
- Prepared financial reports and processed bank reconciliations, bank deposits and withdrawals
- Processed and approved invoices, cheque requests, monthly expense reports and reimbursement reports
- Prepared monthly GST spreadsheet and submitted quarterly GST
- Submitted monthly corporate taxes and source deductions
- Assisted with the Liquor World Initial Public Offering
- Maintained office equipment, including contract and maintenance agreements
- Daily office duties, travel arrangements and event planning

Office Administrator & Customer Service Representative

Torrington Inc. (*Worldwide Manufacturer of Bearings*)

- Created, maintained and distributed sales data and presentations
- Assisted with the training of new employees
- Compiled and tracked all vacation schedules and absenteeism
- Forecasted and monitored the office expense budget
- Processed and approved invoices and cheque requests
- Responsible for auditing sales expense reports
- Performed duties as PC Supervisor; maintained the LAN, back-up functions, etc.
- Created and maintained procedures manuals for monthly sales reports, Canadian order-entry system and all office responsibilities
- Accountable for handling daily customer inquiries, including: expediting, order entry, order status requests, order changes, quoting and/or any customer orders or requests
- Processed western Canada's OEM and agriculture orders
- Maintained office equipment including contract and maintenance agreements
- Daily office duties, travel arrangements and event planning

Education

Institute of Professional Management

- The Professional Recruiter Accreditation Program

Bernardi Human Resource Law LLP

- Workplace Investigations Program Certificate of Completion

The Canadian Payroll Association

- Payroll Compliance Legislation
- Payroll Fundamentals 1

Human Resources Management Certificate

- Grant MacEwan University

Northern Alberta Institute of Technology

- Office Administrative Honors Diploma
- Secretarial Arts Honors Certificate

Professional Affiliations

Human Resource Institute of Alberta (HRIA)

- CPHR Certified Member

Institute of Professional Management (IPM)

- Registered Professional Recruiter

Appendix

The Appendix contains short project descriptions of human resource services provided.

360 Degree Leadership Surveys

Conduct 360 degree Leadership Surveys on behalf of our clients. This involves survey design, data collection and analysis, developing recommendations and presenting the results to the senior management team.

Compensation Surveys & Analysis

Conduct customized salary and benefit surveys to review the competitiveness of client salaries. This includes the development of a comprehensive spreadsheet and report that summarizes the relationship of each of the positions relative to the market. Averages, medians and other percentiles are used to analyze the data and form recommendations.

Employee Relations

Provide ongoing senior advising services to numerous clients on conflict management, employee performance, discipline, termination and other HR matters.

Employee Satisfaction Survey & Stay Interviews

Conduct employee satisfaction surveys and stay interviews for private sector clients. This involves survey design, data collection and analysis, developing recommendations and presenting the results to the senior management team.

HR Training

Develop and deliver HR mini-training sessions to a variety of clients. Topics include employment legislation, recruitment and selection, compensation, performance management, progressive discipline and termination.

Group Benefit Review & Reconciliation

Manage group portfolio, which includes processing employee applications, changes and terminations; investigating, identifying and reconciling discrepancies; managing negotiations on benefit renewal; identify needs of staff to develop/enhance program; manage disability claims and return to work initiatives and provide employee education on benefits.

Organizational Review

Conduct audits of human resource policies, procedures, job descriptions and accountabilities; incorporate changes as a result of recommendations.

Payroll

Provide advice on all pay issues, from processing of payroll, remuneration, group benefits, deductions (both legislated and voluntary), layoffs, terminations and processing of final paperwork and severance.

Performance Management

Conduct reviews of client's existing performance management framework. Based on the review, recommendations are provided and an improved performance management model is developed, communicated and executed.

Policy & Procedure Development

Create policy, procedures and handbooks/manuals to ensure compliance with provincial legislation and regulations, and to ensure employees have an understanding of work environment, culture and roles and their roles and responsibilities.

Recruitment & Selection

Successfully recruit talent for positions ranging from unskilled, entry level positions to executive management personnel. Develop the interview process, including: preparing and finalizing job descriptions, preparing advertising and posting for position, screening resumes, preparing interview guides and matrices and conducting interviews and reference and/or criminal records checks. Responsible for the offering of position, including documentation and on-boarding/orientation process.

Succession Planning

Co-developed a comprehensive Executive Succession Management Program which included competency profiles, candidate interviews, communications and career pathing for employees interested in corporate succession opportunities.

WCB Claims

Involved in managing WCB claims, return to work programs and duty to accommodate.

Workplace Investigations

Conduct objective and comprehensive workplace investigations.