

KELLY HILL

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MANAGEMENT TRAINING & CONSULTING

PROFESSIONAL DEVELOPMENT | ORGANIZATIONAL DIRECTION
EDUCATIONAL LEADERSHIP

Successful 20+ year career in Management Training and Developmental Consultation. Provide innovative, results-driven leadership to balance HR with operating demands. Develop new training programs in response to changing organizational dynamics. Pioneer organizational effectiveness and management training initiatives. Coach employees and employers on effective communication strategies, conflict resolution, and positive relationship building to impact the entire company and make significant improvements to productivity and efficiency. Characterized as a compassionate mentor, strategic leader, and executive advisor.

VALUE OFFERED

- Program Initiation & Leadership
- Performance Evaluation
- Task Analysis
- Team Building & Facilitation
- Curriculum Development
- Executive Coaching
- Change Management
- Documentation & Manuals
- Performance Appraisal
- Organizational Design
- Regulatory Compliance
- Performance Improvement
- Workforce Management
- Organizational Development
- Diversity Training

EMPLOYMENT HISTORY

INTERNATIONAL INTERNSHIPS & ACADEMIC SEMINARS, Frederick, MD 2009–Present
Non-profit college internship organization; #1 in nation; \$18M annual budget.

Human Resources Director

Hired to develop and manage full-functioning HR department from ground up and bring outsourced administration in-house. Oversee all HR functions, including recruitment, orientation, training, employee relations, organizational strategies and policy development and compliance. Collaborate with VP Administration to create and implement benefits packages, compensation tiers/salary structure, and opportunities for advancement. Guide employees in positive relations practices with employers.

- Drastically improved performance management system and developed strategy for measuring progress and effectiveness of HR processes.
- Aided in design of Management Development Courses for student clients.
- Created HR Process Manual and set procedural standards for managers and employees.

USA NEWS, Silver Spring, VA 1994–2009

Director of Organizational Development & Training

Filled newly added director position and tasked with development of internal management training structure and organizational development consultation services. Served as EEO Officer, investigating complaints and charges; implemented Diversity Training. Personally counseled managers and executive-level staff.

- Established highly successful Management Training Program for all new managers within the organization.
- Introduced Gallup Engagement Process, StrengthFinders Program, Succession Planning Program, Behavioral Interviewing Process of Targeted Selection, Blending Learning Process, and yearly Corporate Affirmative Action Program.

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EMPLOYMENT HELP, Bethesda, MD

1993–1994

Provides private sector/government agencies with management consulting; 25 consultants on staff

Organizational Development Consultant/Management Trainer

Provided leadership development training and organizational development consulting to Department of Labor. Led classroom training and team-building and problem-solving exercises.

- Assessed specific needs for each department and created training programs and formed focus groups tailored for each.

ADJUNCT TEACHING EXPERIENCE

Department Head, Human Resources (1993–Present), University of Virginia

Adjunct Professor of Management: Strayer College, University of Maryland, Columbia Union College, Central Michigan University, Macomb Community College, University of Detroit, Oakland Community College

EDUCATION & PROFESSIONAL DEVELOPMENT

Ed. D (Educational Leadership) – Maryland University, College Park, MD

M.A. (Industrial Management) – Maryland University, College Park, MD

B.A. (Economics) – Maryland University, College Park, MD

Senior Professional Human Resource

MBTI Certification

Zenger Miller Front Line Leadership

Development Dimensions International (DDI) Leadership Development & Targeted Selection

Covey's "Focus: Achieving Your Highest Priorities"

Personal Position International 360 Facilitation Certified

Learning International – Interpersonal Management Skills

Expertise in Microsoft Office Suite (Word, PowerPoint, Excel)

PROFESSIONAL AFFILIATIONS

Society for Human Resource Management (SHRM)

American Society of Training & Development

Howard Bay OD Network