



Key Competencies:

- **Operational and strategic HR work / HR Leadership**
 - HR Business Partner Tasks / HR Management
 - Leadership Experience
 - Communication
 - HR consulting in organizational development and design
 - Employee relations / Works Council
 - Negotiations with the works council / company agreements / workshops
- **Integration**
 - M & A processes
 - Due Diligence / HR processes
 - Integration of new businesses
 - Employee relations / company agreements
 - Communication
- **Process management**
 - Development and structures within HR
 - Guidelines and HR process management
 - Simplification
- **Recruitment**
 - Employer Branding
 - Planning and management of recruitment strategies

Working Experience

Start 09/2009

Managing Director joka HR Services, Cologne/Germany
www.joka-hr.de

Selection of implemented projects

01/2022 – ongoing

Different HR Projects

- transformations, restructurings, analyses, HR management, works council negotiations, works council workshops

HR Operations Leader Germany Chemical Industry

09/2021 – 12/2021 (global chemical company)

- **HR Operations Leadership in Germany** (2 HR Payroll Specialists, 1 HR Rewards Specialist, 2 HR Administrators)
- Coaching and leading the team to improve teamwork



- Analysis of existing HR structures, responsibilities, local and global HR processes and recommendations for enhancements
- Supporting the team in the implementation of lean and efficient processes

HR Leader Germany Chemical Industry

- 07/2020 – 06/2021 (global chemical company)
- **HR Team Leadership for 7 locations in Germany** (3 HR Team Leaders, 10 HR Business Partners, 9 Payroll, Pension Specialists and HR Administrators)
- Coaching and leading of the team to grow in their roles and become one team across all locations
- Implementing lean, efficient and structured standard processes
- Structuring and improving the HR IT infrastructure
- Leading Integration processes within M&A projects
- Leading and implementing Talent Management, Performance Management, Learning & Development, Compensation & Benefits, Employee Relations, Recruitment and Organizational design processes.
- Negotiations with local Workers Councils, Group Workers Council and trade unions
 - o Company agreements negotiated:
 - SuccessFactors
 - Mobile Working
 - Compensation
 - Office 365
 - Overtime agreements

HR Leader DACH Metal Industry

- 12/2018 – 06/2020 (global industrial company)
- **Leading and coaching of the HR Solutions team** of 6 HR generalists and 4 HR Business Partners in the DACH Region
- Implementing lean and efficient standard processes
- Lead in implementing ServiceNow (Case and Knowledge Management Platform), time and attendance system Kronos and payroll outsourcing processes
- Management of a Carve out project (Due Diligence, management of transaction processes, negotiations with local Workers Councils and the Group Workers Council)
- Negotiations with local Workers Councils and Group Workers Council



- Company agreements negotiated:
 - MyHR/ServiceNow
 - Kronos (Time tracking system)
 - IT system implementations / updates

***HR Business Partner
Metal Industry***

- 12/2017 – 11/2018 (global industrial company)
- **Sparring partner for the management** in developing and implementing a new Sales strategy
- Cooperation and negotiations with the workers council
- Preparation and implementation of guidelines and company agreements
- Consultancy for Line Managers throughout the entire HR lifecycle processes

***HR Business Partner
Asset Management***

- 09/2016 – 04/2018 (global Asset Management)
- **Consultancy for Line Managers in all HR issues**
- Consultancy in regards to compensation, benefits, talent management and performance
- Recruitment for local and international roles incl. implementation of onboarding sessions

***Project Manager
IT Sector***

- 11/2016 – 02/2017 (global IT company)
- **Restructuring**
- Exit negotiations / agreements

***Project Manager
Metal Industry***

- 10/2016-11/2016 (global Manufacturer key systems)
- **Expat Management**
- Design and implementation of a new global *expat management structure including benefits, allowances, policies*

***HR Business Partner
Automotive Industry***

- 04/2016 – 08/2016 (global automotive company)
- **Consultancy for Line Managers in all HR issues**
- Negotiations with the Workers Council



***HR Business Partner
Health Care Industry***

- 11/2014 – 03/2016 (global Health Care company)
- **Consultancy for Line Managers in all HR issues**
- Planning and execution of compensation and benefits processes
- Performance management
- Labor law questions
- Cooperation and negotiations with the workers council
- Preparation and implementation of guidelines and company agreements

***Project Manager
Energy Industry***

- 04/2015 – 12/2015 (global energy company)
- **Restructuring**
- FTE planning
- Project reporting
- Contract negotiations for internal transitions

***HR Business Partner
Finance Industry***

- 07/2013 – 05/2014 (global Asset Management)
- **Consultancy for Line Managers in all HR issues**
- Implementing and optimizing of operational and strategic HR processes in line with the business strategy and needs
- Recruitment for local and international roles
- Consultancy in regards to compensation and benefits, performance and talent management, labor law and workers council topics
- Managing international transfers from contractual, social security and tax perspective

***Project Manager
Energy Industry***

- 08/2012 – 06/2013 (global energy company)
- **Restructuring**
- Implementation and preparation of onboarding processes
- Harmonization of employment contracts
- Contract negotiations for internal transitions under collective and non-collective conditions and external placements
- Working with workers councils
- Line Managers consulting in all HR issues
- Project reporting



***Project Manager
Publishing Industry***

- 12/2010- 12/2011 (global Publisher)
- **Recruitment & Recruitment Strategy**
- Recruitment of 40 vacancies at an average across all position levels (Leadership, Product Manager, Editors, IT Specialist, Sales- and Marketing, Administration)
- Hiring of 70 positions within 9 months
- Implementation of job description processes
- **Conception and implementation of recruitment strategies, recruitment processes and workflows**
- **Conception and Implementation of HR Marketing incl. Employer Branding measures**
- Identifying and regulations of external providers

***Project Manager
Consumer Goods Industry***

- 10/2010 – 11/2010 (global Consumer Goods Manufacturer)
- Preparation and implementation of the **acquisition** and **integration** project into the new company
- Terminations, reorganization
- Set up of new procedures
- Labor law questions

***HR Business Partner
Telecommunications Industry***

- 04/2010 – 09/2010 (global mobile services company)
- **HR infrastructure setup**
- Management Team Member
- Recruitment of 30 vacancies across all position levels (Leadership, Sales- and Marketing, Administration)
- Conception and implementation of recruitment strategies, recruitment processes and workflows
- Implementation of employment and consultant contracts
- Compensation & Benefits (jobgradings, job families, salary structures, bonus systems, benefits, recognition)
- Salary benchmarks
- Implementation of policies (working hours, absences vacation/sickness, company cars, travel expenses)



- Conception and implementation of induction processes
- Conception and implementation of assessment, development plans and objectives agreement schemes
- Conception and implementation of commission schemes
- 09/2009 – 03/2010 = Implementation of recruitment strategies, recruitment workflows, interview guidelines and on boarding plans for different clients

06/2007 – 08/2009

**Aker Process GmbH (Engineering Contractor
Chemical/Petrochemical/Refinery Industry)**, HR Advisor in
Langenfeld (Rheinland/Germany)

- **Conception and realization of the entire recruitment process for 80 vacancies within the engineering area**

Engineers and Managers in different areas, Agency temps, Freelancer, All positions in Finance and other administrative areas

- **Determination of recruitment needs for different locations**
- Conducting phone interviews and face to face interviews
- Candidate selection
- First point of contact for managers
- **Cooperation with German, Dutch and UK Agencies and Headhunters**
- Creation and conception of job offers for internet job boards, print media and intranet in cooperation with the department heads
- Planning, organization and determination of university fairs
- Development of **recruitment strategies**
- Determination of trainings like "interview techniques for Managers"
- Negotiations of **contract conditions**
- Employment contracts
- **Labor law questions** including hiring, termination of employees, working hours, annual and vacation leave, sick leave, parental leave
- **Termination** (set up a communication and time schedule; considering all restrictions related to the German law and deadlines)
- Cooperation with the **Works Council** (discussions/approvals regarding hiring, termination, salary adjustments, reorganization; creation of bargaining agreements)



- **Short-time work** (Conception with reference to all legal restrictions)
- Responsible for outsourced **Payroll** and all questions in regards to the Payroll
- **Employee relations** (determination of induction events for new employees, support of all employees in all HR issues)
- **Creation of reference letters**
- **Trainings**
- **Assignments** (supporting assignees regarding payroll, in finding an accommodation, international taxes issues and other assignment conditions)
- **Health & Safety** (determination and organization of health checks, safety driving, support of the HSE Manager regarding accidents/travel accidents, cooperation with Workers Compensation Board)
- Cooperation within restructuring of the organization (definition of processes, implementation of the new structure into all HR systems)
- *Projects: **Conception and implementation of recruitment strategies, workflows and cycles**, mass dismissals including social plan, development and implementation of on boarding plans, implementing short-time work, restructure and many others*

08/2006 – 05/2007 **KARRENA GmbH** (Construction industry), HR Advisor in Ratingen / Germany

- Management and Line Managers consulting **regarding labor law and collective law questions** (hire, terminations, warning letters, working hours, sickness, annual leave, maternity and parental leave etc.)
- Cooperation with the **works council** including hiring, termination, relocation, salary changes, bargaining agreement)
- **Conception and realization** of the whole **recruitment process** for the following positions / areas:

Engineers, Design engineers, all positions in Finance and all administrative areas, Industrial worker, Apprentices

- Conducting of face to face interviews
- Candidate selection
- Applications management
- Creating job offers
- Creation of **employment contracts** in regards to the German labor law



- Realization of **Assessment Centers**
- Organization and planning for internal and external **trainings**
- Payroll for **the pension group** with the **SAP R/3 System**
- *Projects: HR planning project implementation of the SAP R/3 system, development and realization of recruitment strategies, development of on boarding plans and many others*

10/2002 - 06/2006 **Vodafone D2 GmbH**, Düsseldorf / Germany

- Support and substitute of the secretary within the technical department
- **Org Management** (creating org charts, supporting the team)
- Time Management in the **SAP R/3** system
- Supporting the team in planning and realization of events, creation of power point presentations
- Creation of **analysis** and statistics
- *Projects: Support in planning and realization of an international engineering event*

10/2001 - 08/2002 **König & Partner GmbH Managementberatung**, Essen / Germany

- **Candidates pre-selection**
- **Research** in the internet and relevant data bases (candidates, companies, job boards)
- Creating **job offers**
- **Recruiting conceptions**
- Administration of applicant data within an internal data base
- *Projects: Support in development of recruitment concepts and direct search strategies, continuous development of the intern data base and reporting*

11/2000 - 09/2001 **Willing & Co. Personalvermittlung GmbH**, Essen / Germany

- **Job offer creation** and administration of applicant data
- **Research** in the internet, analysis of internet-statistics
- *Projects: Support in development of recruitment concepts and direct search, support in development of the homepage*

01/2000 - 09/2000 **Sachtleben Chemie GmbH**, Admin Clerk within the production area in Duisburg

- Organization and documentation of **quality management** documents



- Supporting the team within the quality department
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Education

- 02/2011 Certificate **Thomas International** /Thomas System:
potential Analysis
- 02/2009 Internationales Institut für Kommunikation in Zusammenarbeit mit
der Universität Düsseldorf
Train - the - Trainer
- 10/2000 – 02/2006 **University studies: Economics** with the main subjects **Human
Resources, Tax and Labor law
Diploma / Master degree in economics** at the University Essen,
Germany
- 08/1997 - 01/2000 **Apprenticeship: clerk in an industrial company**
with Sachtleben Chemie GmbH in Duisburg
- 1997 High School Diploma, **general qualification for university
entrance**

Internships

- 05/2003 - 07/2003 Internship with ConcertHealthPlan
in **Oak Brook / Chicago, USA**

Additional skills

- PC very good in **MS-Office**
System skills in PeopleSoft, SAP R/3, SuccessFactors
- Languages **German:** native language
Polish: native language
English: business fluent