Henry Warburton, PHR

2983 Lake Drive, Seattle, WA 98015
(206) 594-3149 | hwarburton@comcast.net
www.linkedin.com/in/hwarburtonphr

HUMAN RESOURCE GENERALIST / BUSINESS PARTNER

Mid-level Human Resource professional with 11 years of experience delivering HR, training, and business operations support within a highly-accountable Fortune 500 environment. Able to add value to organizations through deep technical HR experience, superior project management skills, and an uncommon understanding of how business works and how different departments support, enhance, and relate to one another. Additionally recognized for exceptional people skills and the ability to intervene with coaching, counseling, and mentoring of employees and managers, when needed, to improve morale/retention and defuse personnel conflicts.

KEY SKILLS & QUALIFICATIONS

11 Years of Diverse HR Generalist Experience
Staff Recruiting, Interviewing & Hiring
New Employee Training & Onboarding
Employee Relations & Conflict Resolution
Training Program Design & Implementation
Leadership Development & Succession Planning
Employment Law Compliance (ADA/STD/FMLA)
College Recruiting / Campus Recruiting Expertise
Salary Surveys & Compensation Analysis
Performance Management Programs / Reviews

PROFESSIONAL EXPERIENCE

GENIE INDUSTRIES (Lifts Division) Redmond, WA: 1999-Current

Over a decade handling various HR and Service-focused roles for this global technology leader in the design, manufacture, and support of heavy-duty equipment under the Genie and TEREX nameplates—in addition to subsidiaries the company operates in the financial services and information technology arenas. To date, job functions at Genie have included:

Senior Human Resources Generalist (4 years)

- Conduct recruitment activities for all levels of employees, including: developing recruiting strategies w/ managers, preparing job postings, screening and interviewing candidates, assisting with salary decisions, and extending/negotiating job offers.
- Conduct onboarding orientations to get new hires up to speed and productive as soon as possible, as well as occasional exit interviews, when required, to help analyze factors that may be causing valuable employees to depart the organization.
- Monitor, evaluate, and counsel both supervisors and employees on a wide variety of work and performance matters; skilled at mediating internal disputes and reducing both interpersonal conflicts, as well as the potential for costly legal action
- Manage all STD/FMLA/ADA programs for the division, including communicating these policies clearly to all supervisors and investigating complaints/violations, when necessary.
- Evaluate the company's Affirmative Action Plan performance, providing compliance reports to management, along with program improvement suggestions.
- Supervise the division's job posting program, along with all campus recruiting activities to try and attract the "best and brightest" young professionals into the organization
- Appointed to act as "lead" when HR Supervisor and Director are out of the office.

- Coordinate open enrollment for employee benefits programs and serve as the Divisional representative on the company Wellness Committee.
- Coordinate all succession planning activities for the division, as well as the salary merit review process for all division offices and the machine shop.
- Design /deliver a wide variety of training programs across all employee levels, including training on Ethics, Harassment, Team Building, Conflict Resolution, Coaching, Performance Improvement Plans, and how to Write/Deliver quality Employee Performance Appraisals.

Dealer Trainer (3 years)

- Experiencing designing and delivering over 50 targeted sales and customer service training programs for dealers, division executives, and individual sales professionals.
- Coordinate all details for training events including site selection, catering, A/V equipment, event registration, vendor negotiations, and the development of printed event materials.
- Continuously explore and evaluate alternative media forms that might effectively meet workforce training needs (i.e. web-based training, video conferencing, multimedia)

Contract Service Supervisor (1 year)

- Managed the administration of maintenance contracts, interfacing daily with customers, dealers, and Divisional Management in order to resolve service/billing issues.
- Led team of six service specialists, taking special care to train and motivate each individual properly in order to ensure department service level goals were met or exceeded.

Operations Office Coordinator (3 years)

- Managed administrative departments of various size and complexity, many of which involved a diverse mix of multi-generational, multi-cultural personnel; led the preparation and management of capital and operating budgets up to $300,000.

NODE MANUFACTURING, INC. Monroe, WA: 1998-1999

- As **Office Manager** for this small, privately-held aerospace manufacturing organization, held responsibility for overseeing office and HR functions including processing bi-weekly payroll/taxes and writing the company's ISO 9001/9002 policy and procedure manual.

EDUCATION & CERTIFICATIONS

B.A. Degree, Communications | University of Washington, Seattle, WA 2002
PHR (Professional in Human Resources) Certification 2005-Current
Certified People Skills Trainer | Effectiveness Institute Certified in 2005
Certified Trainer | Achieve Global Leadership Development System Certified in 2006

COMPUTER PROFICIENCY

Fluent user of MS Office Suite (Word/Excel/PowerPoint/Outlook/Access) and SAP software
Creation of training manuals using LG Pro, PG Pro & MS Publisher applications

COMMUNITY & INDUSTRY AFFILIATIONS

Member, Society for Human Resources Management 2002-Current
United Way Loaned Executive 2004
Volunteer Strategic Business Partner in HR, Seattle University 2006